



Peralta Community College District

REQUEST FOR PROPOSAL

RFP No.: 14-15/24 Merritt College Science Building – General & Specialized Moving Services

The Board of Trustees of the Peralta Community College District (PCCD), Oakland, California, through the Office of Purchasing, is hereby requesting proposals for the above mentioned project.

The successful vendor will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Proposal Information

Proposal Description	Office and Industrial Moving Services
Proposal Type	Service
Proposal Number	14-15/24
Proposal Issued	1/7/2015
Department	Department of General Services
Mandatory Pre-proposal Meeting	January 15, 2015 at 10:00 AM, Merritt College 12500 Campus Drive, Oak, CA 94619 – Building Q, Business Services Conference Room
Scheduled Publication Dates	January 7, 2015; January 14, 2015
Proposal Due Date	January 28, 2015 at 11:00 a.m.

Instructions for Submitting Proposals

Submittal Address	Peralta Community College District Purchasing Department Attn: John Hiebert 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original and (5) copies, marked as such
Submittal Envelope Requirements	Proposal must have the following information <u>clearly marked</u> and visible on the document: <ul style="list-style-type: none">• Proposal Number• Name of Your Company• Address• Phone Number
Late Submittals	Proposals received after the time and date stated above we not be honored.

How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Peralta Community College District Department of General Services Kitchell Construction Management Monday through Friday 9:00 AM to 4:00 PM (510) 482-2782
Yes	Website: www.peralta.edu Under "Quick Links", click "Business Opportunities" and then click "List of Current RFPs/Bids" to download the bid packet.

Questions about the Proposal

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

Primary Contact	John Hiebert Phone: 510-466-7217 Email: jhiebert@peralta.edu
Question/RFI Due Date	January 20, 2015 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	January 23, 2015 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, 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	
6	SLBE/SELBE Self Certification Affidavit	Yes, If applicable
7	Non-Collusion Affidavit	Yes
8	General Provisions	
9	RFP Acknowledgement and Signature Form	Yes
10	Proposal Worksheet	Yes

I. Project Overview

Peralta Community College District (PCCD) is interested in developing a contract(s) with a qualified Relocation vendor(s) to move classroom, laboratory, radiology equipment, laboratory chemicals, office furniture and equipment to the New Science & Allied Health Building from the existing D-Building at Merritt College. The Board will award the primary contract to the highest rated firm selected through the competitive process outlined in this RFP.

II. Scope of Services

A. General Services

This relocation services required on this project will be comprised of the following types of moving operations:

- **General Classrooms and Office Equipment**
- **Laboratory & Hazardous Chemicals**
- **Radiology Classrooms, Systems & Equipment**
- **Allied Health Classrooms and Related Equipment**
- **Science Classrooms and Related Equipment**

The scope and timing of any relocation will be determined by the District Construction Manager. The move company will be notified of logistical considerations such as origin and destination locations, size, number and style of furniture involved, equipment necessary to completion of a given relocation and generally, (but not always) the manpower necessary for completion of the move. Move Companies will be required to supply all necessary manpower, trucks, packing supplies, equipment, and liability insurance. Mover employed Supervisors will be required to ensure the proper allocation and management of personnel at any particular job site throughout the duration of the move.

It is imperative that an authorized moving company have the ability to operate independently, absent of the Construction Manager or District Employee Supervision. Moving company personnel must be able to move from one site to another, such as from the Merritt College D-Building to the new Science Building on campus. A Moving company may be required to hire rigging operators or to rent equipment (forklifts etc.) to facilitate relocation of overweight inventory. Movers may need to utilize installation crews for modular furniture moves as well as supply experienced packers to box unprepared areas prior to a given relocation.

B. Professional Conduct and Service

Movers will be required to pack, move and store District Property in a professional and timely manner, with personnel approved by the District. Moving company personnel must meet the satisfaction of the District Project Manager or Construction Manager. Moving company personnel must present a neat clean and professional appearance and must be in a uniform clearly displaying the relocation company logo or name. They must also be able to understand and follow verbal and written instructions designated by the Construction manager or other Peralta Staff. All moving company personnel should be able to complete all move related tasks, as assigned. Disruptive, uncooperative behavior or failure to perform by moving company personnel will be grounds for immediate dismissal. A moving company failing to meet District standards will be disqualified from consideration for service with the District. If a moving company fails to provide adequate personnel for assigned tasks or unsuccessfully performs its required duties, the District reserves the right to suspend the designated Move Company or terminate its contract without further cause, wherein the District will then utilize an alternative moving company.

C. Relocation Terms and Criteria

The following criteria must be met by the proposed Move Company:

- 1.) If requested by the District, any items stored in the moving company's warehouse will be stored at a minimum of 5 feet or higher to reduce the cost of square footage storage space, if requested by the District.
- 2.) If requested by the District, all property stored in the moving company's warehouse must be fully insured for fire, theft and damage. The District reserves the right to spot check any District property stored in mover's warehouse. In most instances, a twenty-four hour notice will be given. This, however, may not always be the case. A moving company refusing access to District employees to District property will be suspended and/or terminated from service.
- 3.) If requested by the District, any items taken off District property and stored in mover's warehouse must be inventoried. All items should be accounted for and packed. Inventory lists must be supplied to District Project Manager or a designated District Representative. Any items removed from District property by selected moving company that are not inventoried, lost or stolen will be paid for by the Move Company. The District will deduct the full purchase price of the item from Mover's invoice before the Mover's invoice is paid.
- 4.) Moved and stored items will be covered for the amount of the deductible cost for insurance coverage carried by the District. Under no circumstance will the District allow the default coverage of \$0.60 per article per pound on District goods for stored or handled by the designated Move Company. If a District owned item is damaged, destroyed, lost or stolen while in possession of the designated Move Company and there is no valuation agreement between the Mover and the District, full purchase price of the damaged, destroyed, lost or stolen item will be deducted from the Mover's invoice. Thus, it is the responsibility of the Designated Move Company to confirm that any District goods handled by moving personnel be covered by valuation before it is relocated. Failure to do so will result in the full replacement cost of damaged District property to be deducted from the Mover's Invoice before the Mover's invoice is paid.
- 5.) For this project, a permanent field supervisor will be appointed by the Move Company to the District. That supervisor must remain the same throughout the completion of the major relocation unless otherwise requested by the District. Inordinately frequent changes of personnel by the designated Move Company on this relocation will result in dismissal and/or suspension.
- 6.) All crew leaders/field supervisors must carry a cellular phone. Their cellular phone numbers will be provided to the District Project Manager and/or Construction Manager before work begins on any moving assignment.
- 7.) For every moving assignment, a manpower inventory sheet listing the names and job classification of each mover will be included in documentation to be turned over the District move manager at the completion of each work day.
- 8.) The time of commencement and time of completion for any given moving assignment will be clearly marked on each office and industrial relocation order for service. There must be a signed order for service for each day in every moving assignment.
- 9.) "Drive time" will be given at the discretion of the District Project Manager or Construction Manager. Without District approval, the designated move company may not charge for drive time either to or from the moving company's place of crew dispatch. If drive time is allowed, it will be clearly delineated on each order for service as chargeable separately and distinct from time expended on a moving assignment at a designated site as directed by the District Construction Manager.

10.) A moving company with headquarters or place of dispatch more than a **forty (40) mile radius** away from the District job sites will be deemed unqualified to conduct relocations for the District and will not be considered for service.

11.) Invoices from the designated move company must have the moving assignment location and date of service clearly marked on each invoice, in addition to the number, classification and hours expended for each moving company employee. Invoices lacking this information will be returned to the move company unpaid.

12.) It is imperative that moving crews arrive at job sites on time. If your firm consistently arrives late you can be suspended and/or have your contract terminated.

13.) Unless otherwise specified, moving personnel must take direction from only the Construction Manager. Services provided to the District by the moving company which are unauthorized by the District Project Manager or Construction Manager, will not be paid for by the District.

14.) The Selected Move Company agrees to all the terms and conditions in this Request for Proposal (RFP) and the ensuing contract. This RFP is a complete written integration of the terms between both parties and may not be amended by verbal agreement, but in writing, only as proposed or approved by the District. Any terms additional to or different from those of the District from the Move Company are rejected and render the agreement void in the event of a dispute. Orders for service signed by the District Project Manager and/or Construction Manager are granted for the purpose of work commencement only and do not authorize the rules and regulations of Household Goods shipments to apply to Office and Industrial relocations on any Peralta Community College District real property or for the purpose of relocating District personal property, particularly in reference to allotment of valuation to any given District personal or real property, unless otherwise specified by the District. As stated above, under no circumstance will the default valuation of \$0.60 per article per pound apply to any District item relocated by a moving company. In the event that the designated moving company attempts to apply the default valuation of \$0.60 per article per pound, the cost of any District property damaged, destroyed, lost or stolen while in the possession of the moving company, while under transport, or while handled by the moving company, will be deducted from the moving company's invoice before the mover's invoice is paid by the District.

15.) The designated moving company, for emergency purposes and/or for off hour relocations will make dispatch employee names and contact information available to the Construction Manager in case neither the moving company sales representative nor the sales coordinator is available. In the event of an extreme emergency (such as a severed water main flooding District property, etc.), dispatch employees may be contacted at non-office hours for the purpose of dispatching movers to an emergency moving assignment.

16.) It is requested that each moving crew (in the absence of an installer) carry basic tools with them, to each moving assignment, for the purpose of disassembling and reassembling basic furniture.

17.) Most of this project's moving operations will take place during regular business hours, on regular business days. In the event of a weekend move, it is expected that most of the moving personnel (excluding field supervisors) will be rotated so as to not charge the District overtime rates for weekend moves.

18.) A moving company must supply the manpower and equipment as requested by the District Project Manager and/or Construction Manager. Failure to supply sufficient resources (constituting a service failure) to complete a particular moving assignment will constitute a breach of contract resulting in suspension or contract termination, in addition to delay claims imposed under paragraph twenty-one.

19.) It is imperative that the selected moving company be aware that service failures will not be tolerated. Delays to construction or to commencement of classroom instruction due to a failure by the moving company complete an assigned, scheduled task will result in delay claim against the designated moving company. Service failures that cause a delay in construction for a particular construction site project or cause a delay in classroom instruction where class is scheduled to commence, will cause the imposition of a financial penalty against the selected moving company by the District for the actual cost to the delayed construction company, for the amount specified in the affected Construction Company Contract to the District or for the cost to the District to provide an alternate classroom where instruction may be held under the same or similar circumstances, as needed by the instructor and students. In instances where the involved construction company and classroom are impacted by a moving company service failure, delay claims for both delays may be levied against the selected Move Company. The cost of the delay will be deducted from the Mover's invoice before the invoice is paid by the District.

20.) The District may, at times, elect out of necessity to conduct business with the selected Move Company inconsistent with past course of performance, course of dealings or inconsistent with terms of the writing. Selected Move Company may not "rely" on these inconsistencies for the purposes of contract modification or to alter the agreement between the District and the selected Move Company, particularly in the instance of dispute.

21) Fidelity Bond: The successful proposer will be required to provide to the District a fidelity bond covering the successful proposer's employees. This bond shall protect the District against dishonest or fraudulent activities. This bond shall also cover the proposer's employees while on District property as a result of working under any service agreement, in the minimum amount of \$25,000.00 for each employee or an umbrella bond of \$25,000.00 for all consultant employees.

D. Locations of Sites

Relocation site includes but is not limited to:

Merritt College, 12500 Campus Drive, Oakland, CA 94619

E. Projected Time Line

As stated above, the scheduled completion date for the project, once confirmed by the designated moving company, are fixed and are not to exceed that given date. In the event that a particular moving company deadline cannot be met by the designated moving company, the District Project Manager must be alerted immediately, before the commencement of any given relocation.

III. Submission Requirements

PCCD has scheduled a Mandatory Pre-proposal meeting on the date indicated in the cover page of this RFP, to review the submission requirements.

Please respond to the following 7 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 7, in the order presented below.

Submittal Format:

Responses may not be longer than **10 pages (one sided or 5 pages double sided)**, excludes the required attachment forms provided with this RFP, on 8 ½" x 11" paper and formatted in no smaller than 11 point font. Each section shall be labeled according to the sections below. Submittals must be able to fit into an 8 ½ x 11 inch folder.

1. Company Information: 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. 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. Please also provide a list of eligible sales representative candidates from your organization.

2. Knowledge, Experience and Clients: Provide relevant information about your company's knowledge and experience. Include any licenses your firm has which allow you to operate as a Moving Company. Include a list of three (3) or more clients that your company is currently under contract with to provide moving services for. Provide a brief description of the type of services you provide to these clients, which demonstrate your experience and capabilities. You must include the names, addresses and contact information for the (3) three current clients.

3. Plan and Approach: Provide an overview describing the general approach, scope of services, and methodology of your firm's ability to fulfill the general functions required in this RFP. Please use this section to describe the services you propose to provide to the District. Your services can be above and beyond the requirements listed in the "Scope of Service" section. Please address your organization's plans and approach to the following types of moves:

- A. **General Classroom and Office** Please indicate your process for packing, moving and installation of the general classroom, office, and related equipment. This may also include the placement and installation of new classroom and office equipment from specified storage locations.
- B. **Laboratory & Hazardous Chemicals:** Please indicate your process for the proper handling, packing, storage and relocation laboratory equipment, chemicals and hazardous substances. Provide examples of this type of moving assignments that your company has completed.
- C. **Radiology Classrooms, Systems & Equipment:** Please indicate your process for dismantling, packing, moving, and installation of the equipment in the Radiology Department. Indicate your firm's process for validation that the relocated systems are reinstalled and operating per the District and Product Manufacturers specifications. Provide examples of this type of moving assignments that your company has completed.
- D. **Allied Health Classrooms and Related Equipment:** Please indicate your process for dismantling, packing, moving and installation of the equipment in the Nursing and Allied Health Departments. Indicate your firm's process for validation that the relocated systems are reinstalled and operating per the District and Product Manufacturers specifications. Provide examples of this type of moving assignments that your company has completed.
- E. **Science Classrooms and Related Equipment:** Please indicate your process for dismantling, packing, moving and installation of the equipment in the Science & Applied Sciences Departments. Indicate your firm's process for validation that the relocated systems are reinstalled and operating per the District and Product Manufacturers specifications. Provide examples of this type of moving assignments that your company has completed.
- F. **Bonding and Insurance:** Provide the District with your Fidelity Bonding limits and your insurance coverages.

4. Proposed Costs: Please include the costs for the below services. PCCD will be using the costs listed below as a way to compare the various proposals we receive and to rank each firm. At the District's discretion, we may accept your quoted costs or may negotiate mutually agreed upon costs for the various move services, with the highest ranked firms. All quoted or negotiated costs must be maintained for a minimum of one year. If a subcontract firm is necessary for the requested move services, please provide the name of the firm(s).

5. 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.

6. 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.

7. 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 10 page maximum for your response.)

IV. Evaluation Criteria

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.

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.

Evaluation Criteria

Item	Criteria	Points
1	<u>Knowledge, Experience and Client References</u> Vendor's knowledge and experience in providing Moving Services as evidence from your response to items 1, 2, and 5 of Submission Requirements section, and results of reference checks.	20
2	<u>Plan and Approach</u> As evidence from your response to item 3 of Submission Requirements section.	20
3	<u>Proposed Costs</u> As provided in your response to item 4 of the Submission Requirements section.	50
4	<u>Environmentally Sustainable Procurement</u> Does your product or service meet the District's Environmentally Sustainability initiatives? (Item 6 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

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 request for information 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.

D. Public Records:

Except for materials deemed Trade Secrets (as defined in California Civil Code 3426.1) and materials 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 foregoing notwithstanding, the District may reject for non-responsiveness the RFP Response of a Respondent who indiscriminately notes that its RFP Response or portions thereof are "Trade Secret" "Confidential" or "Proprietary" and exempt from disclosure as a public record. 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; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested material until otherwise ordered by a court of competent jurisdiction.

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.

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 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.

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 with or 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 primary contract to the highest rated firm selected through the competitive process outlined in this RFP. The Board will award a contract for the duration of the project.

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.

End of Section



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:

	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
Total #														
% of assets														

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	Employee	Apprentice
Total #														
% of assets														

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.

--

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

--

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

Total # of Employees _____

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

Total # of Employees _____

Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract (Please use the Zip+4®) Use separate sheet as necessary	1. 2. 3. 4. 5. 6.
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Peralta Community College District

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 www.peralta.edu; click on the District Services Center tab and then Purchasing to view the environmentally sustainable purchasing policy.

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: _____ Date: _____



Peralta Community College District

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



Peralta Community College District

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.
- 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 contact 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

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.

Certification Status	Preference	Preference Claimed (check only one)
SLBE	5% of lowest bid	
SELBE	5% of lowest bid	
25% of Subcontractors are SLBE/SELBE	4% of lowest bid	
Not Applicable	None	

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



Peralta Community College District

NON-COLLUSION AFFIDAVIT

(To be executed by bidder and submitted with bid)

RFP No.: 14-15/24 Merritt College Science Building – General & Specialized Moving Services

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: _____

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 contractors 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) (e) **Professional Liability (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, coverage or loss of aggregate limit due to outstanding claims must be reported to the District within 30 days of any such event

(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



Peralta Community College District

RFP Acknowledgement and Signature Form

RFP No.: 14-15/24 Merritt College Science Building – General & Specialized Moving Services

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.

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: _____

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: _____



Peralta Community College District

RFP No.: 14-15/24 Merritt College Science Building – General & Specialized Moving Services

Proposal Worksheet

Proposed Costs: Please include the costs for the below services. PCCD will be using the costs listed below as a way to compare the various proposals we receive and to rank each firm. At the District’s discretion, we may accept your quoted costs or may negotiate mutually agreed upon costs for the various move services, with the highest ranked firms. All quoted or negotiated costs must be maintained for a minimum of one year.

#	Category	Proposed Cost	Subcontract firm (if necessary)
A	General CRs, Computer Labs and Office Equipment	\$	
B.	Laboratory & Hazardous Chemicals	\$	
C.	Radiology CRs, Systems & Equipment	\$	
D.	Allied Health CRs & Related Equipment	\$	
E.	Science CRs & Laboratories	\$	
F.	Allowance for unforeseen	\$10,000.00	
	TOTAL	\$	

Supplementary fees (not to be included as part of above total)

1	Cost for one man and one 16’ box truck (per 8 hour day)	\$
2	Cost for each additional man (per 8 hour day)	\$
3	Cost for a supervisor (per 8 hour day)	\$
4	Cost for an installer (per 8 hour day)	\$
5	Cost for Office & Industrial auto-bottom box (each)	\$

Vendor Name: _____ Title: _____

Contact Person: _____

Authorized Signature: _____ Date: _____

Phone #: _____ Email: _____