



Peralta Community College District

REQUEST FOR PROPOSAL

RFP No.: 17-18/11 Alarm Installation & Alarm Monitoring

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	Consulting Services For Access Control, Alarm & Alarm Monitoring
Proposal Type	Installation and Monitoring
Proposal Number	17-18/11
Proposal Issued	May 11, 2018
Department	Department of General Services
Mandatory Pre-proposal Meeting	May 23, 2018 at 11:00 AM Merritt College Room L137 12500 Campus Drive Oakland, CA 94619
Scheduled Publication Dates	May 11, 2018 and May 18, 2018
Proposal Due Date	June 7, 2018 at 2:00 p.m. Purchasing Department

Instructions for Submitting Proposals

Submittal Address	Peralta Community College District Purchasing Department Attn: Dr. Sadiq Ikhara, Vice Chancellor General Services 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original copy clearly marked "Original" and four (4) Copies marked "copy".
Submittal Envelope Requirements	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">• Proposal Number• Name of Your Company• Address• Phone Number
Late Submittals	Proposals received after the time and date stated above shall be returned unopened to the vendor.

How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Peralta Community College District Purchasing Department 501 5 th Avenue Oakland, CA 94606 Monday through Friday 9:00 AM to 4:00 PM (510) 466-7225
Yes	Website: www.peralta.edu Click "Business Opportunities", then "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	Ms. Myisha Lewis-Reed (Assistant Buyer) Phone: (510) 587-7895 Email: Myishalewis@peralta.edu
Question/RFI Due Date	May 29, 2018 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	June 1, 2018 at 4:00 p.m. 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.

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.

Dr. Sadiq B. Ikharo, Vice Chancellor of General Services

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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	PCCD Fee Proposal Worksheet	Yes
11	Sample Contract Agreement	

I. PROJECT OVERVIEW

The Peralta Community College District (PCCD) is seeking qualified professional individuals or firms with expertise in Security Controlled Access, Alarms and Alarm Monitoring to install an alarm system in selected buildings at the Merritt College campus.

The District currently utilizes a Lenel System for access control in designated buildings at specific sites within the District and is seeking to implement an alarm and monitoring system for some buildings at Merritt College.

The District currently maintains the following total number of buildings and gross square footage at Merritt College:

Facility	Bldgs	Gross Sq. Ft
Merritt College	10	360,000

However, the requested installation and monitoring service is for five (5) buildings, and not all the buildings at the Merritt College campus.

II. SCOPE OF WORK

The successful vendor is to provide all labor, materials, equipment and supervision necessary to perform installation, inspection, testing, maintenance and repairs to Alarm Systems to the satisfaction of the College and in accordance with applicable laws, codes and standards, and specifications outlined in this Request for Proposal.

The successful vendor shall provide the following services at the locations (Buildings) that have been identified in this bid request:

1. TEST AND INSPECTION

The vendor is to submit descriptions of all service work (maintenance and inspections) to be completed in accordance with all State and Municipal codes on an annual basis for each system and equipment listed in section III (list of equipment) below.

2. MONITORING OF ALARMS

The successful vendor will provide twenty-four (24) hour, seven (7) days per week monitoring of the alarm system and will report all occurrences to the College and/or the District Sheriff's office when an alarm signal is received.

3. REPAIRS

The successful vendor will be required to provide repairs to the systems/equipment covered in this RFP on twenty-four (24) hour, seven (7) day-per-week basis; provide priority repair service to perform the Work as required within the shortest possible timeframe and take all necessary precautions to prevent reoccurrence; and provide quality parts and materials to maintain related equipment in proper operating condition.

The successful vendor will be required to have a response time of a maximum of one (1) hour from the time a service call is dispatched from the college and must arrive at the site within four (4) hours, assess the problem and recommend a possible solution within twenty-four (24) hours. Work will be completed as agreed upon by the District.

4. EMERGENCY SERVICES

The successful vendor will be required to provide repairs to the systems/equipment covered in this RFP on twenty-four (24) hour, seven (7) day-per-week basis; provide priority repair service to perform the Work as required within the shortest possible timeframe and take all necessary precautions to prevent reoccurrence; and provide quality parts and materials to maintain related equipment in proper operating condition.

The successful vendor will be required to have a response time of a maximum of one (1) hour from the time a service call is dispatched from the college and must arrive at the site within four (4) hours, assess the problem and recommend a possible solution within twenty-four (24) hours. Work will be completed as agreed upon by the District.

5. ACCESS CODES

Some systems may contain proprietary software or access codes which control high level system functions.

6. REPORTS

The service provider will provide the District a report after inspection/testing, no later than (1) week following the inspections/testing. The report will detail the following information:

- a) Preventative maintenance report showing the yearly spend on each system/equipment by location (that must be signed off by the College Director of Facilities Maintenance and College Operations).
- b) Summary of activity for the year
 - Repairs
 - Call-backs
 - Complaints
- c) Certification, if required, that the various items as listed in the monthly inspections were checked at the specified time and that they were found to be functioning correctly or, if not functioning correctly, notations of the problems and correction action taken.

7. LIFE SAFETY SYSTEM PROBLEM DIAGNOSIS

Scope of work includes problem troubleshooting and diagnostics. When a problem is identified, a quotation for its repair/replacement will be concurrently provided.

8. SERVICES INCLUDED

- a) Testing and Inspection of all devices and control equipment as noted below.
- b) Documentation of all test results by device and location.
- c) All testing methods to adhere to the current NFPA/NEC testing standards.
- d) 24 Hour Emergency service response to identify problems

9. TRAINING

As requested, the Vendor will provide training of the facility staff on as needed basis. The staff will receive training on basic system functions and proper monitoring procedures.

10. AGREEMENT TERM

The initial term of the Agreement will be for a period of three (3) years, with an option to extend the contract for (2) additional years for a total not to exceed (5) years commencing on July 1, 2018.

Pricing must remain firm for the initial three (3) year term. There will be option to renew the Contract for up to two (2) additional one (1) year terms based on satisfactory performance, the College requirements and price negotiations.

11. CONTRACT

The successful vendor will be required to enter into an Agreement with the District. The intent is to award the contract in full, to one service provider for the term indicated. However, the District reserves the right to award in-whole or in-part, if it's in the District's best interest.

12. NORMAL WORKING HOURS

Services are to be provided during normal working hours, Monday-Friday 7:00am – 10:00pm, Saturday 8:00am -3:00pm, closed on Sunday, excluding holidays.

III. LOCATION/EQUIPMENT/YEARLY COSTS

At a minimum, the Vendor shall perform all Testing, Inspection, Maintenance listed in the Scope of Work section. All pricing is based on quantity, price/unit and level of testing and monitoring outlined below. **Also attach to this sheet your (Vendor) proposed fee schedules/hourly rates for work not considered part of the scope of work of this RFP.**

Below is a description of systems, equipment and devices required at the campus.

BUILDING	ITEM	QUANTITY	PRICE/UNIT	TOTAL
E (Physical Plant)	DSC 1832 Key Pad			
	Back Up Battery			
	Interior Siren			
	Medical/Police and Fire Panic Buttons			
	GSM Cellular (Land Line Cut Protection)	1		
	Duress Code			
	Fixed keypads	1		
	1 key Chain Remote			
	1 Motion Sensor			
	2 Door Contacts (4 Doors total)			
	Equip Add-Ons			
	2 Door Contacts	2		
	Antenna Booster	1		
	Wireless Transmitter			
	Monthly Monitoring			

BUILDING	ITEM	QUANTITY	PRICE/UNIT	TOTAL
F (Gymnasium)	DSC 1832 Key Pad			
	Back Up Battery			
	Interior Siren			
	Medical/Police and Fire Panic Buttons			
	GSM Cellular (Land Line Cut Protection)	1		
	Duress Code			
	Fixed keypads			
	1 key Chain Remote			
	1 Motion Sensor			
	2 Door Contacts (4 Doors total)			
	Equip Add-Ons			
	2 Door Contacts	2		
	Antenna Booster	1		
	Wireless Transmitter			
	Monthly Monitoring			

BUILDING	ITEM	QUANTITY	PRICE/UNIT	TOTAL
Q	DSC 1832 Key Pad			
	Back Up Battery			
	Interior Siren			
	Medical/Police and Fire Panic Buttons			
	GSM Cellular (Land Line Cut Protection)	1		
	Duress Code			
	Fixed Keypads	1		
	1 key Chain Remote			
	1 Motion Sensor	2		
	2 Door Contacts (4 Doors total)			
	Equip Add-Ons			
	4 Door Contacts	4		
	Antenna Booster	1		
	Wireless Transmitter			
	Monthly Monitoring			

BUILDING	ITEM	QUANTITY	PRICE/UNIT	TOTAL
P	DSC 1832 Key Pad			
	Back Up Battery			
	Interior Siren			
	Medical/Police and Fire Panic Buttons	1		
	GSM Cellular (Land Line Cut Protection)	1		
	Duress Code			
	Fixed Keypads	1		
	1 key Chain Remote			
	1 Motion Sensor	4		
	2 Door Contacts (4 Doors total)			
	Equip Add-Ons			
	2 Door Contacts	2		
	Antenna Booster	1		
	Wireless Transmitter			
	Monthly Monitoring			

BUILDING	ITEM	QUANTITY	PRICE/UNIT	TOTAL
L (Library)	DSC 1832 Key Pad			
	Back Up Battery			
	Interior Siren			
	Medical/Police and Fire Panic Buttons			
	GSM Cellular (Land Line Cut Protection)	1		
	Duress Code			
	Fixed Keypads	2		
	1 key Chain Remote			
	1 Motion Sensor	4		
	2 Door Contacts (Doors total)			
	Equip Add-Ons			
	2 Door Contacts	7		
	Antenna Booster	1		
	Wireless Transmitter			
	Monthly Monitoring			

A. Professional Installation Services

The awarding vendor shall provide the following services in four (4) phases as described below and an estimated time needed for completion of each phase:

Phase I - Campus Survey(s)

- College site and building surveys
- Provide a Campus-wide security/risk/vulnerability assessment
- Provide support to user group at each building to identify needs, device locations
- Propose system design recommendations by campus, and per buildings
- Provide a recommended Security Alarm Plan & updated standards that are economical and sustainable.

Phase II – System Design

- Program review and acceptance
- Develop and submit 100% Design Drawings & specifications
- Provide a comprehensive budgetary estimate for each line item with annual operational costs
- Attend pre-bid meeting to ask pertinent questions
- Finalize the Bid Package and submit to the District

Phase III - Bid Services

- Provide comprehensive equipment specification and manual
- Provide reliable equipment and monitoring pricing

Phase IV - Installation Services

- Facilitate coordination meetings from kick off through final job acceptance
- Review manufacturer's specs to ensure conformance with RFP requirements
- Verify physical placement of all equipment
- Install all required equipment and devices
- Provide final acceptance testing in coordination with the College & District

B. Requirements

- Utilize District security standards with cost savings & justification
- Propose other cost savings programs
- The system conversion and new installation will be performed on a "per building" basis and not necessarily a "per campus" basis based on Budget restrictions.
- Verify what perimeters ADA doors with proposed or existing door contacts will need upgrading as part of the bid package, and if DSA permitting is required
- Vendor must follow and reference Controlled Access Standards 13701, 13710, 13721, and 13746

C. District Responsibility:

- Provide site drawings (if required)
- Permits and permit fees (if required)

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. Please limit your total response to 20 pages (excludes the required attachment forms provided with this RFP).

Submittal Format:

Responses may not be longer than 20 pages (one sided or 10 pages double sided), printed 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. All submitted material must only be bound with only **one staple** in the upper left corner. Please no binders or any other type of spiral binding. 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.

2. Knowledge and Experience: Provide relevant information about your company's knowledge and experience, including a list of three or more projects with brief descriptions that demonstrate your experience.

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

4. Proposed Costs: 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.

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>References, Resources, and Key Personnel</u> Vendor's capacity to provide professional service as evidenced by past performance, resources, and from list of key personnel. (Items 1, 2, 3 and 4 of Submission Requirements section.)	20
2	<u>Knowledge and Experience</u> Vendor's knowledge and experience in providing consulting for Alarm System Monitoring and services as evidence from your response to item 1, 2 and 3 of Submission Requirements section.	30
3	<u>Clients</u> As evidence from your response to item 3 of Submission Requirements section	10
4	<u>Fee Proposal</u> As provided on the PCCD Bid Specification Worksheet	30
5	<u>Environmentally Sustainable Procurement</u> Does your product or service meet the District's Environmentally Sustainability initiatives? (Item 6 of Submission Requirements section.)	5
6	<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 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.

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 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.



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: http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP_2_40_Environmental_Sustainability_Policy_FINAL_3-31-08.pdf.

Vendor Statement and Signature

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

_____ Yes* _____ No

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

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

Contractor Name: _____ Title: _____

Authorized Signature: _____ 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 Vendor and submitted with RFP)

17-18/11 Alarm Installation & Alarm Monitoring

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 contractor's liability, and personal injury liability.

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

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

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

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

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

(e) **Professional Liability (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:

COLLEGE:

Merritt College
Peralta Community College District

12500 Campus Drive
Accounts Payable Department
Oakland, CA 94614

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

17-18/11 Alarm Installation & Alarm Monitoring

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: 17-18/11

Alarm Installation & Alarm Monitoring

FEE PROPOSAL

(Incorporate completed and executed form of Fee Proposal into the RFP response)

Respondent: _____

The above-identified Respondent proposes the following pricing to complete Consulting Services for Alarm Installation & Alarm Monitoring:

1. Proposed Lump Sum Fixed Price. For completion of Professional Contracting Services of Alarm Installation & Alarm Monitoring Services and other obligations under the Contract, the Respondent proposes a lump sum fixed price of _____ Dollars (\$_____) ("Price Proposal") Per Year for each of the three (3) years of the initial contract. The breakdown is as listed in Section III Location/Equipment Yearly Costs.

2. Acknowledgment and Confirmation. The Respondent has a full and complete understanding of the Access Control and Alarm Monitoring Project. The Respondent certifies that all proposed personnel are duly certified, licensed, approved and otherwise qualified to complete obligations under the Contract and Consulting Services of the Access Control and Alarm Monitoring Services assigned to such personnel, if the Contract is awarded to Respondent. The undersigned: (i) has reviewed and verified the accuracy and completeness of the foregoing Price Proposal and (ii) is authorized to bind and commit Respondent to the foregoing Price Proposal.

By: _____
(Signature of Respondent's Authorized Officer
or Representative)

(Typed or Printed Name)

Title: _____

PERALTA COMMUNITY COLLEGE DISTRICT

333 EAST EIGHTH STREET
OAKLAND, CA 94606

Req. No. _____

AGREEMENT FOR CONTRACTED SERVICES

(FOR MAINTENANCE & OPERATION PROJECTS ONLY)

2017/2018 Fiscal Year

CONTRACTOR:

DATE:

PROJECT NAME:

I. SCOPE OF THE SERVICES

The Services to be rendered (“**Services**”) under this Agreement (“**Order**”) consist of:

II. COMPENSATION FOR SERVICES

The undersigned contractor proposes and agrees to perform the Work including, without limitation, providing and furnishing all labor, materials, tools, equipment and services necessary to complete the Work and perform all obligations of the Contractor under this Agreement. Contractor’s total compensation for Services performed under this Agreement is \$_____, to be paid as:

- (1) lump sum;
- (2) lump sum with progress payments;
- (3) per incoming invoices, schedule of rates and charges (Attachment #1), with a guaranteed not to exceed price of \$_____.

III. SCHEDULE OF PERFORMANCE

Contractor shall commence the Services after the Chancellor’s approval date indicated in this agreement and complete the Services by:

- (1) within 60 days of commencement of the Services; and
- (2) _____ is the contract termination date.

IV. OTHER REQUIREMENTS

Under this agreement, the following requirements apply:

- (1) Prevailing Wage; and
- (2) The District’s Project Labor Agreement (PLA) Requirements.
- (3) Registration in the Department of Industrial Relations (DIR) Labor Compliance Program (SBA 854), to include to sub-contractors.
- (4) Registered with the California Contractors State License Board;
- (5) Possess a California Seller’s Permit (No. _____)

V. INVOICE SUBMITTALS & PAYMENTS

Contractor will execute the instructions and requirements below to help expedite invoice payments for maintenance and operations projects and capital.

1. Submit invoices upon execution of final agreements is in place after each project task completion for the Department of General Services Project Manager.
2. All invoices must be on contractor's business letterhead with the following information:
 - Project Name and Location to match the contract - Address of Peralta's colleges and building name that work was completed;
 - Requisition Number and/or Purchase Order Number;
 - Your company's name, address and contact information, and e-mail address;
 - Completed scope of work to match the proposal and contract;
 - The date the goods or service were provided (supply date);
 - Invoice number and date on the invoice;
 - The amount(s) being charged identified as 1) taxable, 2) non-taxable, 3) types of services (i.e., labor vs. professional design services, software, etc.); and
 - The total amount of the invoice.

VI. TERMS AND CONDITIONS

- (1) Contractor shall perform the Services in accordance with the terms and conditions of this Order, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE. Contractor has read, negotiated and expressly accepts all terms incorporated herein, including Section 5 relating to indemnity and liability.
- (2) Agreement number must appear on all invoices and correspondence. Send invoices to Peralta Community College District, Department of General Services, 333 East Eighth Street, Oakland, CA 94606 immediately upon performance.
- (3) Changes made to printed Terms and Conditions on this Order are null and void unless approved in writing by the District Project Manager and General Counsel.
- (4) Contractor must comply with Appendix A.
- (5) This instrument is void to the extent it requires payment by the District of more than \$_____.

<p>PERALTA COMMUNITY COLLEGE DISTRICT</p> <p>By: _____ Jowel C. Laguerre, Chancellor <i>(Authorized Agent)</i></p> <p>Date: _____</p> <p>Approved as to legal form:</p> <p>By: _____ Ericka Curls-Bartling, Acting General Counsel</p> <p>Date: _____</p> <p>Department of General Services:</p> <p>By: _____ Sadiq B. Ikharo, VC of General Services Peralta Community College District</p> <p>Date: _____</p>	<p>NAME OF CONTRACTOR:</p> <p>A California corporation,</p> <p>Address: _____</p> <p>_____</p> <p>By: _____</p> <p>Title: _____</p> <p>Attest: _____</p> <p>_____</p> <p>Print Name and Title (If Corporate: Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer)</p>
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GENERAL TERMS AND CONDITIONS

- Purchase Order (“Order”) Force and Effect. District is not responsible for services rendered without the authority of an Order on this form. This Order shall supercede and control over all inconsistent provisions in any proposal. The provisions of this Order (which may include attachments) constitute the entire agreement between the Contractor and District regarding the work and services described herein. No representation, term or covenant not expressly specified in this Order shall, whether oral or written, be a part of this agreement. No modification of this Order shall be effective unless it is in writing. This Order shall supersede all other prior purchase orders and agreements between Contractor and District with respect to the work and services described herein. This Order may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of District and Contractor. The headings in this Order are for convenience only and do not affect the construction of this Order.
- Performance of Services/No Assignment. Time is of the essence in the performance of the Services. Contractor represents that it is skilled in the professional discipline necessary to perform the services (“**Services**”) under this Order. Contractor will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards, including by not limited to, the California Education Code and Title 24. Contractor shall not contract any portion of the Services or otherwise assign this Order without prior written approval of District. (Contractor shall remain responsible for compliance with all terms of this Order, regardless of the terms of any such assignment.) Contractor’s authorized representative is the individual signing this Order unless Contractor otherwise informs District in writing. The granting of any payment, and any inspections, reviews, approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Contractor’s obligations under this Order.
- Records and Payment Requests. Contractor shall submit all billings with all necessary invoices or other appropriate evidence of performance, after which District shall make payment within thirty (30) days. District shall have the right to audit the Contractor’s work records. Contractor shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination. Contractor shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Contractor. Contractor shall maintain all documents and records prepared by or furnished to Contractor during the course of performing the services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Order, and invoices, payrolls, records and all other data related to matters covered by this Order. Contractor shall permit District to audit, examine and make copies, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Order shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.
- Independent Contractor. Contractor is an independent Contractor and does not act as District’s agent in any capacity, whatsoever. Contractor is not entitled to any benefits that District provides to District employees, including, without limitation, worker’s compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Order regarding direction apply to and concern the result of the Contractor’s provision of Services not the means, methods, or scheduling of the Contractor’s work. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Order. Contractor shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Order as District’s responsibility.
- Indemnity/Liability. To the extent of its proportionate fault and permitted by law, Contractor shall defend, indemnify and save the District, and all of its officers, directors, representatives, agents and employees (together “**Indemnitees**”), from and against any and all claims and liability of any type resulting from Contractor’s negligent performance of this Order. Defense counsel retained under this section shall be subject to the Indemnitees’s reasonable approval. Notwithstanding any provision of this Order, the Indemnitees shall not be liable, in contract or tort, for any special, consequential, indirect or incidental damages arising out of or in connection with this Order or the Services. The Indemnitees’s rights and remedies, whether under this Contract or other applicable law, shall be cumulative and not subject to limitation.
- Conflict of Interest. Contractor represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of work and services required under this Order. Without limitation, Contractor represents to and agrees with District that Contractor has no present, and will have no future conflict of interest between providing District services hereunder and any interest Contractor may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.
- Confidentiality. Any information, whether proprietary or not, made known to or discovered by Contractor during the performance of or in connection with this Order for District, will be kept confidential and not be disclosed to any other person. Contractor will immediately notify District in writing if it is requested to disclose any information made known to or discovered by during the performance of or in connection with this Order. These conflict of interest, confidentiality and

future service provisions and limitations shall remain fully effective indefinitely after termination of services to District hereunder.

8. Ownership of Results. Any interest (including copyright interests) of Contractor or its contractors or subContractors (together, "**SubContractors**"), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Contractor or its SubContractors in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Order shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Contractor or its SubContractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns to District all copyrights to such works. With District's prior written approval, Contractor may retain and use copies of such works for reference and as documentation of experience and capabilities. As respects Contractor's standard details and proprietary design instruments of service (not specific to this Project), however, District shall have only a non-exclusive but otherwise unrestricted license to use the materials on the Project.
9. Non-Discrimination Policy. Contractor shall not discriminate against any employee or applicant for employment, nor against any SubContractor or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the ADA or veteran's status. To the extent applicable, Contractor shall comply with all federal, state and local laws (including, without limitation, all County and District ordinances, rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Contractor shall provide all information reasonably requested by District to verify compliance with such matters. Contractor stipulates, acknowledges and agrees that District has the right to monitor Contractor's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.
10. Termination and Suspension. District may direct Contractor to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Contractor for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Order for District's convenience. Contractor may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. District may terminate performance of the Services under this Order in whole, or from time to time in part, for default, should Contractor commit a material breach of the Order, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Contractor demanding such cure. In the event District terminates the Order for default, Contractor shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Contractor shall continue its work throughout the course of any dispute, and Contractor's failure to continue work during a dispute shall be a material breach of this Order. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Order, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.
11. Execution; Venue; Limitations. This Order shall be deemed to have been executed in the City of Oakland, Alameda County, California. Enforcement of this Order shall be governed by the laws of the State of California, excluding its conflict of laws rules. Except as expressly provided in this Order, nothing in this Order shall operate to confer rights or benefits on persons or entities not party to this Order. As between the parties to this Order, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District's issuance of the final Certificate for Payment, or termination of this Order, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

APPENDIX A – CONTRACTOR INSURANCE REQUIREMENTS

At all times during the Work, the Contractor and each Subcontractor shall obtain and maintain the following insurance coverages:

- A. **Commercial general liability insurance**, written on an “occurrence” basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, liability for slander, false arrest and invasion of privacy, blanket contractual liability, broad form endorsement, and completed operations, personal and advertising liability, with limits of not less than **\$2,000,000** general aggregate and **\$1,000,000** each occurrence, subject to a deductible of not more than **\$25,000** payable by Contractor.
- B. **Business automobile liability insurance** with limits not less than **\$1,000,000** each occurrence including coverage for owned, non-owned and hired vehicles, subject to a deductible of not more than **\$10,000** payable by Contractor.
- C. **Workers’ Compensation Employers’ Liability** limits not less than **AS REQUIRED BY STATE** each accident, **AS REQUIRED BY STATE** per disease and **AS REQUIRED BY STATE** aggregate. Contractor’s Workers’ Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Contractor is self-insured, it shall furnish Certificate of Permission to Self-Insure signed by Department of Industrial Relations Administration of Self-Insurance, State of California.
- D. Professional Liability Insurance with limits not less than **\$1,000,000** each claim and aggregate, all with respect to negligent acts, errors or omissions in connection with services to be provided under this Agreement, and any deductible not to exceed **\$10,000** for each claim, with no exclusion for claims of one insured against another insured and with tail coverage for a period of three (3) years after the completion of the Services.
- E. Insurance policies in Appendix A shall contain an endorsement containing the following terms:
 1. PERALTA COMMUNITY COLLEGE DISTRICT and their respective affiliates, directors, officers, officials, partners, representatives, employees, Contractors, subContractors and agents, shall be named as additional insureds, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured.
 2. The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company’s liability.
 3. Written notice of cancellation, non-renewal or of any material change in the policies shall be mailed to District thirty (30) days in advance of the effective date thereof.
 4. Insurance shall be primary insurance and no other insurance or self insured retention carried or held by any named or additional insureds other than Contractor shall be called upon to contribute to a loss covered by insurance for the named insured.
- F. Certificates of Insurance and Endorsements shall have clearly typed thereon the title of the Contract, shall clearly describe the coverage and shall contain a provision requiring the mailing of written notices of cancellation described in clause E.3 above.