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

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

**Proposal Information**

<table>
<thead>
<tr>
<th>Proposal Description</th>
<th>Provision of Design Build services for installation and miscellaneous replacement and/or repair work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>Public Works (Contracting Services)</td>
</tr>
<tr>
<td>License Requirement</td>
<td>A, B or C-20 Contractors</td>
</tr>
<tr>
<td>Proposal Number</td>
<td>17-18/09</td>
</tr>
<tr>
<td>Proposal Issued</td>
<td>October 20, 2017</td>
</tr>
<tr>
<td>Department</td>
<td>Department of General Services, Facilities Management + Operations</td>
</tr>
<tr>
<td>Scheduled Publication Dates</td>
<td>October 20, 2017</td>
</tr>
<tr>
<td></td>
<td>October 27, 2017</td>
</tr>
<tr>
<td>Mandatory Pre-Bid Meeting Date</td>
<td>October 31, 2017  11:00am</td>
</tr>
<tr>
<td></td>
<td>at College of Alameda Science Annex</td>
</tr>
<tr>
<td></td>
<td>Conference Room # 159</td>
</tr>
<tr>
<td></td>
<td>860 Atlantic Avenue</td>
</tr>
<tr>
<td></td>
<td>Alameda, CA 94501</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>November 30, 2017  2:00pm</td>
</tr>
</tbody>
</table>
Instructions for Submitting Proposals

| Submittal Address | Peralta Community College District  
Purchasing Department  
Attn: Seraphine Nzomo  
501 5th Avenue  
Oakland, CA  94606 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal Copies</td>
<td>One (1) Original copy clearly marked “Original” and one copy on a Flash drive.</td>
</tr>
</tbody>
</table>
| Submittal Envelope Requirements | Proposal must be sealed and have the following information clearly marked and visible on the outside of the envelope:  
• Proposal Number and Name of Project  
• 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. |

Questions about the Request for Proposals

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

| Primary Contact | Seraphine Nzomo  
Email: snzomo@peralta.edu |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Question/ RFI Due Date</td>
<td>November 6, 2017 at 4:00pm</td>
</tr>
<tr>
<td>Response Date</td>
<td>November 9, 2017</td>
</tr>
</tbody>
</table>

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.

Sadiq B. Ikharo, Ph.D.  
Vice Chancellor for General Services
Table of Contents

I. Project Overview ........................................................................................................... 1
II. Scope of Services ......................................................................................................... 1
III. Submission Requirements ......................................................................................... 3
IV. Evaluation Criteria ..................................................................................................... 5
V. Additional Requirements. ............................................................................................ 6

Attachments:

<table>
<thead>
<tr>
<th>Title</th>
<th>Must Be Returned with Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Vendor Questionnaire and Certificate by Compliance</td>
<td>Yes</td>
</tr>
<tr>
<td>2 Environmentally Sustainable Procurement</td>
<td>Yes</td>
</tr>
<tr>
<td>3 Certificate Regarding Workers’ Compensation</td>
<td>Yes</td>
</tr>
<tr>
<td>4 Statement of Equal Employment Opportunity</td>
<td>Yes</td>
</tr>
<tr>
<td>5 Small Local Business Enterprise/Small Emerging Local Business Enterprise Program</td>
<td>No</td>
</tr>
<tr>
<td>6 SLBE/SELBE Self Certification Affidavit</td>
<td>Yes, If applicable</td>
</tr>
<tr>
<td>7 Non-Collusion Affidavit</td>
<td>Yes</td>
</tr>
<tr>
<td>8 General Provisions</td>
<td>No</td>
</tr>
<tr>
<td>9 Acknowledgement and Signature Form</td>
<td>Yes</td>
</tr>
<tr>
<td>10 Sample Agreement for Professional Services</td>
<td>No</td>
</tr>
</tbody>
</table>
I. Project Overview

The Department of General Service (DGS) at the Peralta Community College District (District) is conducting a formal request for proposals from qualified professional contracting firms with expertise in the design build of Heating Ventilation and Air Conditioning equipment and systems including replacement and/or repair of HVAC fixtures, electrical upgrades & improvements, control systems, etc.

All services will be managed and coordinated by the Vice Chancellor of General Services or an assigned staff member of the Department of General Services. All strategies and negotiations shall be directed by and coordinated through the Department of General Services. In transactions involving District staff, the Department of General Services will act as liaison for all parties to assure that objectives are being met throughout the entire transaction.

II. Scope of Services

A. Proposed System

The District is seeking qualified general contractors or Warm-Air Heating, Ventilation and Air Conditioning contractors to prepare scope of work for design build work relating to the installation of new HVAC systems, replacement and/or repair of HVAC equipment & fixtures, control systems, electrical upgrades & improvements and other miscellaneous and related work. The contractor is expected to prepare all documents, provide and install all equipment described in the scope of work relative to each of the following work items relating to the design, build and install proposal:

SCOPE OF WORK - MECHANICAL & CONTROLS SYSTEMS

AHU-1 (Genomics Labs & Related Areas)
Current equipment is 10 ton 100% outside air unit, serving 5 constant air volume (CAV) boxes with total air flow of 4,000 CFM.
- Repair/Replace Actuator linkage to dampers to restore outside air flow
- Recommend increasing load capacity for AHU-1 from current 10 tons to 15 tons.
- Repair/Replace EF-19 to restore general exhaust in Genomics Labs to 24/7 exhaust operation.
- Ensure, through redesign, an aggressive cooling strategy to enable air temperature reset from 53 to 60 degrees in this critical space (Genomics & Cadaver Room).
- Provide zone temperature feedback in graphic format at the BAS for all spaces

AHU-2 and AHU-3 (Anatomy Lab, Biology Lab & General Lab)
Current equipment for AHU-2 is 100% outside air CAV unit at design airflow of 7,000 CFM serving Anatomy Lab, Biology Lab and general Lab.
Current equipment for AHU-3 is also 100% air CAV unit at design airflow of 6,000 CFM serving Chemistry Lab.
- Improve unit controls for both AHU-2 and AHU-3 to meet design airflow thresholds by maintaining duct static pressure set point - currently, VFDs for both units operate at 40% of capacity.
Peralta Community College District
REQUEST FOR PROPOSAL 17-18/09
HVAC Design-Build Services, 860 Atlantic Avenue

• Reprogram both units to ensure that SAT resets are within range ideal these cooling dominated spaces.

• Program so that Zone Level Temperature feedback is VISIBLE on the BAS.

AHU-4 (Classrooms and other VAV support and Common Spaces)
Current equipment is a variable air volume (VAV) serving classrooms and other support spaces and common spaces.
• Investigate airflow issues in this spaces, especially Classroom 160 with consistent cooling issues, with a view to re-balancing space to increase available air flow.

SQUATTER ZONE (Area originally designed with no HVAC at all, but spaces are already ducted)
• Recommends installation of new 8 Ton VAV AHU with 3,000 CFM air flow to cover this section of the building spanning an area of approximately 2,600sf.
• Inspect existing duct work to verify functionality and re-use for proposed AHU.
• Equip new AHU with 100% air economizer section with duct return.
• Equip new AHU with a VFD.
• Recommend use of DX cooling coil in new AHU.
• Connect new AHU to existing heating hot water loop.
• Design contractor shall confirm load calculations when sizing the new unit for budgetary purposes.

AC-1 (Cadaver Room)
Current equipment is a 3 Ton unit with design air flow of 1,200 CFM.
• AC-1 should be enabled 24/7 to provide year round cooling to Cadaver Room.
• EF-8 serving space general exhaust is not running, so controls or mechanical issues should be corrected enable constant and reliable operation.

SCOPE OF WORK – DESIGN PHASE

• Provide mechanical design drawings for new and modified equipment, including Title 24 compliance documentation.
• Secure all necessary electrical and mechanical permits, and/or demonstrate proof that quality and standards meets or exceeds Division of State Architect (DSA) requirements.
• Reinstalled all existing Fire Safety Shutdowns for smoke.
• Provide Paint & Roof patching and supports as needed.

SCOPE OF WORK – COMMISSIONING & PROJECT CLOSE-OUT PHASE

• All Manufacturer start-up forms are to be completed, and submitted to PCCD (Owner) for review and acceptance.
• Conduct verification installation means & methods (ensures installation meets all Codes and Specifications).
• Conduct Systems Readiness Checks (Installation completeness and start up ready).
• Verify System Installation, Inspection and confirm acceptances by PCCD Representatives.
• Provide 1 YEAR WARRANTY on Workmanship, and also provide Standard Equipment Manufacturer WARRANTY.
SCOPE OF WORK - SPECIAL CONDITIONS

* Most work to be done afterhours, on weekends or over school breaks due to class schedules at this locations.
* Contractor must adhere to all Federal, State, and local Codes governing Refrigerant recovery and unit disposal.
* Contractor shall dispose of all Wastes.
* Contractor shall Clean desk/table/chair/equipment surfaces, and sweep floors prior to leaving job site daily.

PLEASE REVIEW ALL ATTACHMENTS including memo and sketches prepared by Enovity, Inc., mechanical engineers, for additional background history, operational information and test results regarding the functioning of existing HVAC equipment at this site.

B. Pre-proposal meeting is scheduled for October 31, 2017 at 11:00 AM. The meeting will be held in the Conference Room #159, College of Alameda, Science Annex located at 860 Atlantic Avenue, Alameda, CA 94501.

C. Request for Information: RFI’s are due on November 6, 2017 by 4:00pm via email to Seraphine Nzomo, snzomo@peralta.edu.

D. Proposals Due Date: Sealed proposals are due November 30, 2017 by 2:00 PM to:

Seraphine Nzomo
Peralta Community College District
501 5th Avenue
Oakland, CA  94606

III. Submission Requirements

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

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

1. Company Information/ Executive Summary and Letter of Interest: Provide a letter of interest/introduction singed by your firm's officer authorized to execute legal documents on the behalf of your firm. Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone and FAX numbers, and names and titles of key personnel and a brief history of your company. Provide a brief statement of who is authorized to submit the proposals on the behalf of your firm and why
your firm is interested in this project. Please make sure that person signs and dates the statement.

2. **Qualification and Experience:** Provide a statement of qualification and relevant information about your company’s knowledge and experience that qualifies your firm to submit a proposal in response to this RFP. This District must be able to determine if your firm is qualified to provide the requested consulting services. Include at minimum the following:

   A. Provide a list of all key team members that will be assigned to this project and provide their relevant project experience. If you are partnering with other firms, provide the names of who you are partnering with, and provide their qualifications.

   B. Provide any professional licenses your team holds and your company (and partners) hold that qualifies your firm for this project.

3. **Client References:** Provide names, addresses and contact information for three (3) current clients and two (2) past clients for whom your firm provided similar services to other Community Colleges, Universities, Public Agencies or Business Organizations, which demonstrates your firm’s ability to administer and provide the services described in the RFP. Provide the size and scope of each project and a brief description of the projects. **Please make sure all contact information is current, so that the District can contact your listed references.**

4. **Fee:** Include in your proposal your detailed fee structure for performing the Scope of Services outlined in this RFP. Provide any reduced fees offered to governmental entities as well as and what are your standard hourly rates.

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 proposal. Failure of the vendor to provide any information requested in the RFP, may result in rejection for non-responsiveness. (These required forms will not count against the 16 page maximum for your response.)

**IV. Evaluation Criteria**

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

In awarding the contract, the District will evaluate a number of factors in combination. Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights (Points) listed below.
A. **Selection Criteria:**
Submissions will be scored according to the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company Information/Executive Summary and Letter of Interest (and adherence to the 20 page limit and submission of all required forms). As evidence from your response to items 1 and 7 of Submission Requirements section.</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Qualification and Experience and Debarment Vendor's qualification and experience in providing mechanical engineering consulting services as evidence from your response to items 2 and 5 of Submission Requirements section.</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>Client References As evidence from your response to item 3 of Submission Requirements section.</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Fee As evidence from your response to item 4 of Submission Requirements section.</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Environmentally Sustainable Procurement Does your product or service meet the District’s Environmentally Sustainability initiatives? (Item 6 of Submission Requirements section.)</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>SLBE Does your company meet the District’s definition of an SLBE or SELBE?</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

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

**Award will be based on BEST VALUE, not necessarily LOWEST PRICE.**

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

**V. Additional Requirements:**

A. **Cost of Participation in Selection Process**
Costs for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to the District.

B. **District Rights:**
The District reserves the right to waive any irregularities or required formalities or to amend or cancel, in part or entirety, this RFP if it is in the best interest of the District.
C. Law Compliance
The Vendor must comply with all laws, ordinances, regulations and codes of the Federal, State, and Local governments which may in any way affect the preparation of proposals or the performance of the contract.

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

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

F. False Statements
False statements in a proposal will disqualify the proposal.

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

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

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

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

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

L. Award Consideration
Award of contract will be based on the information submitted as a result of this RFP and subsequent interviews.
M. Amendments
The Peralta Community College District may, at its sole discretion, issue amendments to this RFP at any time before the time set for receipt of proposals. The vendor’s are required to acknowledge receipt of any amendments (addenda) issued to this RFP by acknowledging the Addendum in the space provided on the RFP Acknowledgement and Signature Form. The Peralta Community College District shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract. All questions or request for clarification 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
REQUEST FOR PROPOSAL 17-18/09
HVAC Design-Build Services, 860 Atlantic Avenue

VENDOR’S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

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

Date: _____________________

_______________________________________________________________________
Firm Name        Telephone
__________________________ ____________________________________________

_______________________________________________________________________
Business Fax        Email Address          Website
_______________________________________________________________________

_______________________________________________________________________
Street Address     City/State  Zip Code+ 4®

_______________________________________________________________________
Mailing Address    City/State   Zip Code + 4®

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

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

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

Local Address

Amount of Annual Business
The District is identifying vendor ownership as follows:

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

The District is identifying vendor workforce as follows:

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

Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.
PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/09
HVAC Design-Build Services, 860 Atlantic Avenue

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

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

Total # of Employees ______

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

Total # of Employees ______

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

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.
PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/09
HVAC Design-Build Services, 860 Atlantic Avenue

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

Contractor Name: ________________________  Title: _______________________________

Authorized Signature: ___________________________  Date: _________________
CERTIFICATE REGARDING WORKERS’ COMPENSATION

Labor Code Section 3700 in relevant part provides:

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

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

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

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

_________________________________________
Contractor

By: ______________________________________

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

I hereby certify that ______________________________________________________

(Legal Name of Vendor/Consultant/Contractor)

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

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

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

a. Actual racial, gender and residential workforce composition of your company for the
contract work.
b. Actual racial, gender and residential workforce composition of subcontractors for the
contract work.
c. Number of apprenticeship workforce for the contract work.

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

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

BY: __________________________________________ Date

________________________________________
Print Name
PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/09

HVAC Design-Build Services, 860 Atlantic Avenue

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  
REQUEST FOR PROPOSAL 17-18/09  
HVAC Design-Build Services, 860 Atlantic Avenue  

SLBE/ SELBE SELF CERTIFICATION AFFIDAVIT  

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

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

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certifcation affidavit the District is authorized to impose penalties which may include any of the following:
   a) Refusal to certify the award of a contract
   b) Suspension of a contract
   c) Withholding of funds
   d) Revision of a contract for material breach of contract
   e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years

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

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

RFP Number:  ___________________  RFP Name:  ________________________________

Signed  ____________________________________________________________  Date  __________________________

_____________________________  ______________________________
Printed or typed name  Title

Attachment 6
PERALTA COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL 17-18/09
HVAC Design-Build Services, 860 Atlantic Avenue
NON-COLLUSION AFFIDAVIT

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

State of California, County of __________________________

(Name) ____________________________________________, being first duly sworn, deposes and

says that he or she is (title)______________________ of

(company)_______________________________________ the party making the foregoing bid that the bid is not

made in the interest of, or on behalf of, any undisclosed person, partnership, company, association,

organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not

directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has

not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to

put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner,

directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid

price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price,

or of that of any other bidder, or to secure any advantage against the public body awarding the

contract of anyone interested in the proposed contract; that all statements contained in the bid are

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

1. Comprehensive or commercial general liability insurance with limits not less than $1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for contractual liability, personal injury, independent contractors, explosion, collapse and underground (XCU), broad form property damage, products liability, and completed operations.
   a. Should any of the required insurance be provided under a form of coverage that includes an annual general aggregate limit or provides that claims investigation or legal defense costs be included in such annual general aggregate limit, such annual general aggregate limit shall be two times the occurrence limits stipulated.
b. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this contract, and without lapse, for a period three years beyond the contract expiration, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the contract, such claims shall be covered by such claims-made policies.

2. **Comprehensive or business automobile liability insurance** with limits not less than $1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired automobiles, as applicable.

3. **Workers’ Compensation**, including Employers’ Liability Insurance with limits not less than $1,000,000 each accident, occurrence or disease and $1,000,000 aggregate.

   a. The Workers’ Compensation Insurance shall cover any compensation payable under the provisions of the act of legislature of the State of California, known as the "Workmen’s Compensation Insurance and Safety Act" approved May 26, 1913, and all acts amendatory and supplemental thereto. If the Contractor fails to maintain such insurance, the District, at its sole option and without incurring any further obligation to provide insurance, may take out Workers’ Compensation Insurance to cover any compensation payable under the provisions of the Act by reason of any employee of the Contractor being injured or killed, and to deduct and retain the amount of the premium for such insurance from any sums due the Contractor. If the injury occurs to any employee of the Contractor for which the employee, or its dependents in the event of its death, is entitled to compensation from the District under the provisions of said Act, or for which compensation is claimed from the District, the District may retain from the sums due the Contractor under these Contract Documents an amount sufficient to cover such compensation, as fixed by said Act, until such compensation is paid; and if the District is compelled to pay such compensation, it will deduct and retain from such sums the amount so paid.

   b. The Contractor shall sign and file with the District the following certification prior to performing the Work of the Contract:

   "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."

4. **Builder’s Risk Insurance** on an All-Risk Form covering the new Work under the Contract, excluding earthquake and flood but including ensuing perils, with limits not less that the Contract Sum and any deductible not to exceed $10,000.

   a. Coverage for debris removal limits not less than $1,000,000.

   b. Such policy shall name the District as loss payee and shall be issued by carrier(s) satisfactory to the District and licensed through the Department of Insurance to conduct insurance business in California.
c. In the event of any damage except earthquake and flood, it shall be the Contractor's responsibility to perform at its expense all required repair and replacement including damage to adjacent areas.

d. The Contractor shall be responsible for all losses not covered by the policy, excluding earthquake and flood, including the deductibles.

5. In the event that the Contractor employs professional engineering services, the Contractor shall require the retained engineers to carry professional liability insurance with limits not less than $1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Agreement and any deductible not to exceed $50,000 each claim. The Contractor shall provide the District with Certificates of Insurance for any such policy.

6. In the event that the Contractor is performing abatement of hazardous or contaminated materials work or employs a subcontractor or entity for abatement of hazardous or contaminated materials, the Contractor shall furnish or require the subcontractor or entity to maintain environmental liability insurance with limits not less than $1,000,000, policy written on an occurrence form, with any deductible not to exceed $25,000, including coverage for Contractor's pollution legal liability for contaminated soils, asbestos, lead, underground storage tanks, and other hazardous materials which may be encountered at the site.

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

C. FORM OF POLICIES AND OTHER INSURANCE REQUIREMENTS:

1. Before commencement of the Work of this Contract, certificates of insurance shall be furnished to the District, with complete copies of policies to be furnished to the District promptly upon request.

2. Approval of the insurance by the District shall not relieve or decrease the extent to which the Contractor or subcontractor of any tier may be held responsible for payment of any and all damages, except damage caused by earthquake or flood, resulting from its operations. All policies of insurance and certificates shall be satisfactory to the District.

3. Liability insurance shall be on an occurrence basis; and said insurance shall provide that the coverage afforded thereby shall be primary coverage (and non-contributory to any other existing valid and collectable insurance) to the full limit of liability stated in the declaration, and such insurance shall apply separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one (1) insured shall not operate to increase the insurer's limits of liability.
4. Each such policy shall provide that no cancellation, non-renewal nor any reduction in its coverage shall occur without the carrier giving to the District at least thirty (30) days' written notice prior thereto. All notices shall be made to:

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

5. The Contractor shall file with the District a certificate of the required new or renewed policy at least ten (10) days before the effective date of such cancellation, change or expiration, with a complete copy of new or renewed policy.

6. If, at any time during the life of this Contract, the Contractor fails to maintain any item of the required insurance in full force and effect, all Work of this Contract may, at District's sole option, be discontinued immediately, and all Contract payments due or that become due will be withheld, until notice is received by the District as provided hereinbefore that such insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to the District.

7. Any failure to maintain any item of the required insurance may, at District's sole option, be sufficient cause for termination of this Contract.

D. Insurance companies shall be legally authorized, licensed and admitted through the California Department of Insurance to engage in the business of furnishing insurance in the State of California. All insurance companies shall have an "A-,VIII" in Bests Rating Guide and shall be satisfactory to the District.

D CONTRACTOR ADDITIONAL INSURANCE REQUIREMENTS (For all projects)

A. Notice to the District: Further the policy will provide not less than thirty (30) days prior written notice to District's Program Administrator or its Designee of any material change in the insurance or cancellation or non-renewal.

B. Additional Insured: The District will be endorsed as "additional insured" on Contractor's and Subcontractors' policy or policies. Contractor and Subcontractors shall furnish Certificates of Insurance evidencing said coverage before commencing work on the Project.

C. Contractor Construction Equipment Insurance: Any policies maintained by the contractor and subcontractors on their owned and/or rented equipment and materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the Owner and all other indemnities named in the contract.
D. Professional Liability Insurance (Errors & Omissions): In the event any contract specifications requires your firm to provide professional services, such as but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided prior to commencing work evidencing such coverage with a limit of not less than $1,000,000. Any material change in limits, coverages or loss of aggregate limit due to outstanding claims must be reported to the District within 30 days of any such event.

E. Environmental and Asbestos Abatement Coverages: If this Agreement involves the removal of asbestos, the removal/replacement of underground tanks or the removal of toxic chemicals and substances, the Contractor will be required to provide adequate coverages, with limits not less than $1,000,000 per claim basis, for such exposures subject to requirements and approval of the District.

F. Hold Harmless clause: Work done on the premises, or in connection with the prosecution of this contract by the Contractor, shall be at the Contractor’s risk and the Contractor shall assume any and all liability and shall hold harmless the District, their agents, servants or employees, from claims or demands, cost expenses, loss or damage due to bodily injury, sickness or disease, including death to employees of the Contractor or any other person, or damage of property including loss of use thereof suffered by employees of the Contractor or any other person; arising out of the performance of the contract, whether such are based upon negligence of the District or any other person, firm, corporation or organization for whom such contract is being performed, their agents, employees or otherwise.

E PROOF OF CARRIAGE OF INSURANCE

A. Before work is started, the Contractor shall forward to the Owner two copies of a Certificate of Insurance or Memorandum of Insurance, evidencing that all required Contractor Furnished Insurance is in force, executed by an authorized representative of the insurance company, and naming Owner as additional insured as outlined below.

B. Certificates and insurance for contractor furnished insurance policies shall include the following clause:

“This policy shall not be cancelled or reduced in required limits of liability or amounts of insurance until notice have been mailed to the District. Date of cancellation or reduction may not be less than Thirty (30) days after date of mailing notice.”

C. Certificates of insurance for contractor furnished insurance policies shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, and cancellation and reduction notice.

D. Certificates of insurance for contractor furnished insurance policies shall clearly state that the District is named as an additional insured under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

E. Contractor furnished policies will be written by an insurer of satisfactory character including a Best’s rating of not less than A- VIII and an admitted carrier in the State of California. If requested by the District, a certified copy of the actual policies with appropriate endorsement(s) and other documents shall be provided to the District.
F. In the event the contractor or any subcontractor fails to furnish and maintain required insurance or to furnish satisfactory evidence thereof, the Owner may procure and maintain such coverages for all parties on behalf of the contractor. Contractor shall furnish all necessary information and pay the premium cost to the District immediately upon presentation of a premium invoice.

G. Subcontractors. Should a contractor engage a subcontractor, the same conditions will apply to each subcontractor. Each subcontractor must be covered by insurance of the same character and in the same amounts as the Contractor, naming the Contractor and the Owner as additional insureds. Copies of certificates of insurance for subcontractors must be filed with the District within thirty (30) working days after issuance of a Notice to Proceed and at least five (5) working days before the subcontractor begins work on the site. Failure to provide evidence of such insurance shall result in the subcontractor being excluded from the site until proper coverage is verified. The cost of any resulting delay will be borne by the contractor.

5. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:** A purchase order number must appear on all invoices and notices, bills and payments. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

   Dr. Sadiq B. Ikharo  
   Department of General Services  
   Peralta Community College District  
   333 East 8th Street  
   Oakland, CA  94606

CONTRACTOR:

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

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

7. **TRANSFER OF RIGHTS:** CONTRACTOR assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by CONTRACTOR in connection with the project, if any. CONTRACTOR agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. CONTRACTOR'S responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as CONTRACTOR may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.
8. **Nondiscrimination:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, transgender status or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

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

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

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

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

13. **Taxes:** CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on those earnings.

14. **Due Performance:** Each party to this Agreement undertakes the obligation that the other’s expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

15. **No Third-Party Beneficiaries:** There are no intended third-party beneficiaries of this Agreement.

16. **No Waiver of Breach:** The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.

End of Section
Acknowledgement and Signature Form

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

Addendum Acknowledgement

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

Acknowledgement and Signature:

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

Vendor Name: ____________________ Title: ____________________________

Contact Person: _______________________________________________________

Address: ___________________________________________________________________

Telephone: _____________________________  Fax: ______________________________

Contractor License #: _____________________  Expiration Date: ______________________

Federal Tax Identification Number: _____________________

Authorized Signature: ____________________________  Date: ________________

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:
___________________________________________________________________________
AGREEMENT FOR PROFESSIONAL SERVICES

CONSULTANT:

DATE: ____________ (Board Approved date)

PROJECT NAME:

I. SCOPE OF THE SERVICES

The Services to be rendered ("Services") under this Purchase Order ("Order") consist of:

________________________________________________________________________

________________________________________________________________________

II. COMPENSATION FOR SERVICES

Consultant’s total compensation for Services performed under this Order is $__________, to be paid as:

(1) ☐ lump sum;

(2) ☐ lump sum with progress payments;

(3) ☐ per attached schedule of rates and charges, with a guaranteed not to exceed price of $__________.

III. SCHEDULE OF PERFORMANCE

Consultant shall commence the Services by [____________________________] and complete the Services by:

(1) ☐ [____________________________]; or,

(2) ☐ within [____] days of commencement of the Services.
IV. TERMS AND CONDITIONS

(1) Consultant 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. Consultant has read, negotiated and expressly accepts all terms incorporated herein, including Section 5 relating to indemnity and liability.

(2) Order number must appear on all invoices and correspondence. Send invoices in duplicate to Peralta Community College District, 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) Consultant must comply with Appendix A and [_________].

(5) This instrument is void to the extent it requires payment by the District of more than [$________].

---

PERALTA COMMUNITY COLLEGE DISTRICT

By: ________________________________
Jowel C. Laguerre, Chancellor
(Authorized Agent)

Date: ________________________________

Approved as to legal form:

By: ________________________________
Nitasha Sawhney
Peralta Community College District

Date: ________________________________

NAME OF CONSULTANT:

A California corporation,

Address: ________________________________

By: ________________________________

Title: ________________________________

Attest: ________________________________

Print Name and Title
(If Corporate: Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer)

Requisition No.: ________________________________

Date: ________________________________

By: ________________________________
GENERAL TERMS AND CONDITIONS

1. 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 supersede and control over all inconsistent provisions in any proposal. The provisions of this Order (which may include attachments) constitute the entirety agreement between the Consultant 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 Consultant 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 Consultant. The headings in this Order are for convenience only and do not affect the construction of this Order.

2. Performance of Services/No Assignment. Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the services (“Services”) under this Order. Consultant 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. Consultant shall not contract any portion of the Services or otherwise assign this Order without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Order, regardless of the terms of any such assignment.) Consultant’s authorized representative is the individual signing this Order unless Consultant 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 Consultant’s obligations under this Order.

3. Records and Payment Requests. Consultant 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 Consultant’s work records. Consultant 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. Consultant 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 Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant 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. Consultant 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.

4. Independent Contractor. Consultant is an independent Contractor and does not act as District’s agent in any capacity, whatsoever. Consultant 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 Consultant’s provision of Services not the means, methods, or scheduling of the Consultant’s work. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Order. Consultant 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.

5. Indemnity/Liability. To the extent of its proportionate fault and permitted by law, Consultant 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 Consultant’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.

6. Conflict of Interest. Consultant 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, Consultant represents to and agrees with District that Consultant has no present, and will have no future conflict of interest between providing District services hereunder and any interest Consultant 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.

7. Confidentiality. Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Order for District, will be kept confidential and not be disclosed to any other person. Consultant 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 Consultant or its contractors or subconsultants (together, “Subconsultants”), in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Subconsultants 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 Consultant or its Subconsultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District’s prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities. As respects Consultant’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.** Consultant shall not discriminate against any employee or applicant for employment, nor against any Subconsultant 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, Consultant 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. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates and agrees that District has the right to monitor Consultant’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 Consultant 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 Consultant for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Order for District’s convenience. Consultant 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 Consultant 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 Consultant demanding such cure. In the event District terminates the Order for default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Consultant shall continue its work throughout the course of any dispute, and Consultant’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.
Draft for review and approval by District Risk Manager

Appendix A to Purchase Order for Professional Services Agreement

INSURANCE

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 Consultant.

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 Consultant.

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. Consultant’s Workers’ Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Consultant 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, consultants, subconsultants 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 Consultant 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.
From: Henry Summers, P.E. - Enovity
To: Osafran Okundaye, PCCD Facilities Manager

Distribution:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Company</th>
<th>Email</th>
<th>Phone</th>
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Subject: 860 Atlantic HVAC System Re-Design

Introduction

This memorandum presents the HVAC re-design recommendations in order to have a functional system at the Science Annex at 860 Atlantic Ave. The existing system is undersized for some spaces, and due to mechanical equipment failure and faulty and/or poorly programmed controls, is not meeting loads in other spaces. One entire section of the building has no HVAC at all.

The following addresses necessary equipment and controls improvements, replacements, and repairs to meet the needs of the occupants and to satisfy the existing space loads.

General Controls Issues

The Delta Control Building Automation System (BAS) serving the site was found to be deficient in a number of ways.

1. Conversation with facilities maintenance staff indicates that there are serious communication issues, with controllers regularly dropping off the system, points that do not appear to affect the equipment controlled etc. Enovity recommends a complete point to point check in order to address these communication issues.

2. The control sequences for the 100% outside air handling units (AHU) is not appropriate for the lab spaces they serve, with high heat loads and increased ventilation requirements. AHU specific issues are noted below.

3. Zone temperature feedback should be provided to the BAS for critical spaces, to improve facilities ability to pro-actively address heating / cooling issues.
a. Add room temperature sensor in Cadaver Lab Room 131, provide alarm notifications and email alerts.

4. Boiler system has additional temperature sensors that need to be installed and integrated into the Delta system:
   a. Boiler 1 Supply Temp
   b. Boiler 2 Supply temp
   c. Common Supply Temp
   d. Common Return Temp

5. AHU Summary and Floor Plan screens show misreading AC-3 Zone Temperature, it shows -58 deg F.

6. Upon power outages fans with VFDs may not automatically restart and need a manual reset. VFDs need to be programmed to automatically restart upon resumption of power.

Scope of Work - Mechanical and Controls:

AHU-1 Issues (serves Genomics, Sequencing, and adjacent spaces):

This AHU unit is a 10 ton 100% outside air unit, serving 5 constant air volume (CAV) boxes totaling about 4,000 CFM of airflow.

1. A disconnected actuator linkage was found, resulting in completely closed outside air damper, and 0 airflow to space. It was temporarily repaired for operational testing; however permanent repair is recommended.

2. Unit was operating at 8 tons on a 70-degree day when the genomics lab was un-occupied, indicating the unit is not sized large enough to meet occupied or high heat loads. We recommend increasing capacity to 15 tons, based on load calculations indicating 12.5 tons would be sufficient and considering the site request that the unit be 10 to 15% oversized.

3. EF-19, ¾ HP was not operational during the site visit, resulting in no general exhaust from the supporting genomics spaces. Upon restart test sounds indicated bearings and motor should be serviced. Without an exhaust air path, the cooling capacity of the AHU is significantly reduced. Recommend repair or replace and ensure 24/7 exhaust operation.

4. AHU-1 has a supply air temperature reset from 60 to 65 degrees. This is an aggressive reset for a space with overheating issues, and high equipment loads. Enovity recommends a more aggressive cooling strategy, such as resetting from 53 to 60 degrees, on a narrow outside air band, or based on zone demand requests for cooling.

5. Zone temperature feedback should be provided in graphic format at the BAS for all spaces especially critical ones (Genomics Lab, Cadaver Lab).

AHU-2 and AHU-3 Issues (serve the other lab spaces):

AHU-2 is an 100% outside air CAV unit that serves the Anatomy lab, the Biology lab and the General Lab. AHU-2 has a design airflow of 7,000 CFM.

AHU-3 is a 100% outside air CAV unit that serves the Chemistry Lab, and has a design airflow of 6,000 CFM.

1. These units were observed to be in good working order, however neither unit was providing the expected airflow. (AHU-2 was at 35% of design, AHU-3 was at 69% of design.) Both units are equipped with VFDs, and the VFDs were found to be at about 40% in both cases. This indicates that the units have additional capacity, however it is not being utilized. Since
both units serve CAV lab zones, airflow should be consistent. We recommend improving unit controls to meet design airflows, by maintaining duct static pressure setpoint.

2. Both units have SAT resets from 65 to 73 degrees. During the site visit the units were providing 73-degree supply air to the zones they serve which is too warm for these cooling dominated zones. We recommend programming a more aggressive cooling strategy for these lab spaces.

AHU-4

AHU-4 is a large variable air volume (VAV) AHU serving the classrooms and other VAV support and common spaces. This AHU appeared from trends and spot measurements to be performing as intended. Issues observed were controls related. This unit serves classroom 160, which is a space with consistent cooling issues.

1. Classroom 160 was found to be at about 50% of design max airflow, while the space was notably warm (approx. 76 degrees). This indicates either a mechanical airflow issue, a faulty space temperature sensor, or poor controls. We recommend investigating all three potential causes, and re-balancing the space to increase available airflow.

2. Add additional 5-ton AC Unit for local cooling of Room 160
   a. In-room ceiling or wall mounted evaporator cassettes.
   b. Roof mounted condenser.
   c. Install DDC controls to start/stop unit based on schedule, status, monitor room temperature and adjustable setpoint.
   d. House air from AHU-4 will provide outside ventilation air via existing VAV boxes.

Figure 1: Room 160 Location
Figure 1: Proposed AC Unit Controls

**AC-1**

AC-1 is a 3 ton 1200 cfm DX unit that provides cooling to the cadaver room.

1. AC-1 was found to be scheduled, from 6 am to 6 pm, however it should be enabled 24 hours a day.
2. EF-8 serving general space exhaust was found to be off during the site visit at the wall switch. EF-8 should be running.

**Squatter Zone (Un-conditioned Area)**

One entire area of the building is occupied with no HVAC at all. The rooms are ducted, and abandoned HVAC equipment remains on the roof from a time when this was conditioned space. A new system is required for this space. Figure 1 below shows the un-conditioned area in red. The area is approximately 2,600 square feet, and provides office and conference space.

1. Enovity recommends installing approximately an 8 ton VAV AHU Direct Expansion cooling only with 3000 cfm air flow capacity. Building standard is Carrier and utilize 50HC model type.
2. The unit shall be equipped with 100% outside air economizer section with local dry-bulb control, with ducted return.
3. The new unit shall be equipped with a VFD with local speed control.
4. The new unit shall be equipped with RTU Open Controller for integration with existing Delta BAS for monitoring and control.
5. Ducting needs to be inspected, to verify if it is still functional and can be re-used in the correct configuration.
6. The design build contractor shall confirm load calculations when sizing the new unit, approximate size for budgetary purposes only.
7. Provide quantity four (4) Direct Digital Control (DDC) VAV boxes with hot water re-heat.
coils serving the highlighted zones below. The VAV Boxes shall be connected to the existing heating hot water loop. Building standard is Titus DESV model type. Integrate with existing Delta BAS.

Figure 2: Location of Unconditioned Area

Figure 3: Proposed VAV Box Zoning
Design phase requirements:

1. Provide mechanical design drawings for new and modified equipment, including title 24 compliance documentation.
2. Secure any necessary electrical and mechanical permits.
3. All existing fire safety shutdowns for smoke need to be reinstalled.
4. Provide paint and roof patching and supports as needed.

Commissioning and project close out requirements:

1. All manufacturer start-up forms are to be completed, and submitted to PCCD for review and acceptance.
2. Installation verification (Installation meets all codes and specifications)
3. System readiness checks (Installation completeness and start up ready)
4. Functional performance testing (operate system in all modes of operation)
5. Systems must operate and maintain room temperature set point for a minimum of 48 hours including a weekend day.
6. System installation, inspection and acceptance by PCCD representatives.
7. Provide 1 year warranty on workmanship and standard equipment manufacturers warranty.

Notes:

1. Most work to be done afterhours, on weekends or over school breaks due to class
2. Contractor must adhere to all federal, state, and local codes governing refrigerant recovery and unit disposal.

3. Contractor will dispose of all waste.

4. Contractor will clean desk/table/chair surfaces and sweep floors prior to leaving job site daily.

Next Steps:

Following review of this scope of work, and project approval, the next steps are as follows:

- Issue Request for Proposals
- Coordinate bid walks with contractors
- Respond to Requests for Information
- Select a bid
- Construction
- Startup testing and Commissioning
- Project Closeout