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**DEPARTMENT OF  
ADMINISTRATIVE SERVICES  
PURCHASING**

Equal Opportunity Employer

Issue Date: 7.03.18

**COUNTY OF MERCED  
REQUEST FOR PROPOSAL  
NUMBER 7265  
FOR**

**GIS MASTER ROAD and ADDRESS DATABASE IMPLEMENTATION SERVICES**

Notice is hereby given that proposals will be received at the Merced County Department of Administrative Services-Purchasing Division for performing all work necessary in accordance with the "REQUIREMENTS" and other related documents provided herein. Please carefully read and follow the instructions.

**Responses shall be presented under sealed cover with the Proposal Number and the Proposal Submittal Close Date clearly marked on the outside and forwarded to:**

County of Merced  
Department of Administrative Services-Purchasing  
2222 M Street, Room 1  
Merced, California 95340  
Attn: Kim Nausin, Purchasing Manager  
Email: [knausin@countyofmerced.com](mailto:knausin@countyofmerced.com)

Any Bidder who wishes their response to be considered is responsible for making certain that their response is received in the Merced County Department of Administrative Services-Purchasing Office by the closing date.

**RESPONSES RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND WILL BE RETURNED TO THE BIDDER UNOPENED.**

**CLOSING DEADLINE DATE: 4:00 P.M., July 31, 2018**

**RESPONSES WILL BE CONSIDERED LATE WHEN THE OFFICIAL DEPARTMENT OF ADMINISTRATIVE SERVICES-PURCHASING DIVISION TIME CLOCK READS 4:01 P.M.**

***STRIVING FOR EXCELLENCE***

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## SECTION 1

### INTRODUCTION

#### 1.1 INTENT OF THE REQUEST FOR PROPOSAL

The County of Merced (“County”) is soliciting responses from qualified firms to provide professional services to develop a Master Road and Address Database (MRAD) supporting the Merced County Sheriff’s Computer Aided Dispatching System (CAD). This work will include consolidating address and road centerline data layers from various County sources into a MRAD. Currently, these data layers are stored in differing table schema formats with varying degrees of completeness and accuracy. These datasets have also been developed using legacy workflows and inconsistent administrative processes that have not taken full advantage of current best management practices and technologies.

The objective is to provide the Merced County Sheriff’s Department with reliable public safety grade GIS address and road centerline data. Achieving this objective will support the mission critical role of the Sheriff’s dispatching operations by provisioning the MRAD to ensure first responders are efficiently routed to emergencies. The MRAD will play an important role in call routing and address validation functions by providing accurate location information.

Work associated with this objective includes, data consolidation, remediation of underlying anomalies and development of efficient workflows while using the latest tools and technologies for administering these important datasets. This will ensure address and road centerline data is meticulously maintained, valid and up-to-date. In responding to this need, the County’s intent through this request for Proposal (RFP), is to secure services from qualified firms as identified herein to implement the aforementioned tasks supporting a MRAD.

This project will be implemented based on a multi-facet approach where (1) consolidation and remediation work will be conducted to create the MRAD, (2) Development of standard operating procedures and workflows to administer and maintain the MRAD and (3) recommendation, deployment and configuration of the tools and applications necessary to implement the administration and maintenance of the MRAD with a focus on public safety use.

#### Project Goals and Objectives

- Provide a centralized repository of authoritative address points and road centerline data layers for the County.
- Reduce efforts and resources spent maintaining multiple address point and road centerline data.
- Reduce redundancy and improve accuracy and completeness of address points and road centerline data.

- Provide a centralized approach for adding/updating/deleting County address point and road centerline data.

## **1.2 BACKGROUND INFORMATION**

Tabular address data and road centerlines are used to create spatial points in the County's Geographic Information System (GIS) database. This system, however, does not account for all County addresses. Some missing address points include mobile homes, duplexes, commercial and retail units, some apartments, or other secondary address information. Anomalies in road centerline information are also evident in the form topology, street address range, road directional and street naming irregularities.

The County also obtains address point and road centerline data from the Merced County Association of Governments (MCAG) who creates this information in GIS for various incorporated cities within the County. MCAG data is used in various County department applications including the Sheriff's CAD system. Similar to the County generated data, MCAG road centerline and address data contain many of the anomalies noted above. As a result, competing and oftentimes redundant address and road centerline datasets have been developed within the County over time. These datasets are stored in multiple formats and have varying degrees of completeness and accuracy.

The County is initiating this project to consolidate and remediate these various datasets into one Master Road and Address Database (MRAD) in order to find and add missing addresses/road centerlines, reduce the effort and resources spent maintaining multiple address datasets, and provide a better means of validating addresses/road centerlines across multiple systems.

This work will exclusively include only those address points and road centerlines within the unincorporated areas of Merced County. Remaining MCAG address points and road centerlines within the incorporated cities of Merced County will be introduced into MRAD in their current state and with no modifications.

Although exact figures are difficult to give, it is estimated that up to 99,511 addresses are within the area of Merced County. The GIS Address Point datasets currently contain approximately 32,100 points within the unincorporated areas, which includes single family homes, apartments, commercial and industrial locations. Not all of these points have addresses populated. Conversely, the GIS Address Point datasets contain approximately 67,411 address points for single family homes, apartments, commercial and industrial sites within the County's incorporated areas (cities).

It is also estimated that up to 3,074 miles of city, county and state maintained roadways are within the area of Merced County. The GIS road centerline datasets currently contain approximately 2,423 miles within the unincorporated areas and

approximately 650 miles of roadway within the County's incorporated areas (cities).

The County will provide the GIS and tabular datasets upon request to aid interested bidders in crafting a proposal for this project. Data available include;

- Back up copy (.bak) of the database containing the County's address point file, road centerline file and the master street name table. This data resides within Esri's Local Government Information Model schema.
- MCAG geodatabase file containing their address points, road centerline and city boundary feature datasets.

Requests for data shall be forwarded to:

County of Merced  
Department of Administrative Services-Purchasing  
Kim Nausin, Purchasing Manager  
Email: [knausin@countyofmerced.com](mailto:knausin@countyofmerced.com)

Upon receipt of request, Merced County will submit to the Bidder a web link to the specified data noted above.

This project will implement a multi-facet approach with an estimated completion date of June 30, 2019.

### **1.3 AGREEMENT TERM**

The Agreement term shall be for a period of one (1) year. The start date will tentatively commence September 1, 2018, with a scheduled completion date of August 31, 2019, contingent on appropriate and sufficient funding.

A Sample Agreement is included as an attachment to this proposal. This Agreement will become part of the final Agreement with the successful Bidder. Any exceptions to the terms and conditions as stated herein and in the Sample Agreement must be identified separately within the submitted response. An Agreement with the successful Bidder is executed only upon final approval by the County's Board of Supervisors.

## SECTION 2

### TIMETABLE AND CHECKLIST

#### 2.1 SUBMITTAL CHECKLIST

**All items are required. This checklist is provided to assist you in ensuring you submit a complete response.**

- a. \_\_\_\_ Signature Page (Attachment A)
- b. \_\_\_\_ Acknowledgement of Amendment(s) (If any)
- c. \_\_\_\_ Bond(s) (If any)
- d. \_\_\_\_ Cover Letter
- e. \_\_\_\_ Table of Contents
- f. \_\_\_\_ Executive Summary
- g. \_\_\_\_ Exceptions
- h. \_\_\_\_ Approach
- i. \_\_\_\_ Bidder's Qualifications
- j. \_\_\_\_ Cost Proposal
- k. \_\_\_\_ Financial Statement or Sufficient Financial Information  
**(Non-submittal is considered non-responsive and cause for rejection of response.)**
- l. \_\_\_\_ Local Vendor Preference Certification (Attachment B)

## 2.2 SCHEDULED ACTIVITIES

To the extent achievable, the following schedule shall govern the review, evaluation and award of the proposal. The County reserves the right to modify the dates below in accordance with its review process.

Activity	Estimated Schedule	Date
2.2.1	Availability of the Request for Proposal	7.03.18
2.2.2	Deadline for submission of interpretation and/or written questions in relationship to the Request for Proposal. <i>Questions submitted after this date will not be answered. The closing date will not be extended for questions submitted after this date.</i>	7.17.18
2.2.3	Closing date for the Request for Proposal <b>A list of respondents will be posted to the web at close of RFP</b>	7.31.18
2.2.4	Commencement of review of the Request for Proposal submissions by the evaluation committee	8.06.18
2.2.5	Agreement performance to commence	Sept. 2018

## 2.3 NUMBER OF COPIES TO BE SUBMITTED

- 2.3.1 Please submit **one (1) original signature hard copy** to be **signed in blue ink** (original copies marked as such) and **four (4)** exact copies of the original and one soft copy via thumb drive.
- 2.3.2 **Bidder also to submit ONE (1) paper copy of Financial Statement as set forth herein.** See Section 4.2.11 for guidance on what is required.
- 2.3.3 Disclosure of any Self Insured Retention (SIR) associated with the insurance requirement in the Sample Agreement.

## SECTION 3

### REQUIREMENTS

#### 3.1 SCOPE

In addition to developing a Master Road and Address Database that is reasonably accurate, complete, reliable, centrally-managed, and geographically-enabled for the purposes listed above, the Bidder will develop standard operating procedures and workflows that will enable stakeholders the ability to implement an agreed upon deployment pattern for administering and maintaining the MRAD. The Bidder will also successfully configure and implement ArcGIS Enterprise using Esri's base configuration settings for ArcGIS Server, Portal for ArcGIS, ArcGIS Data Store and ArcGIS Web Adaptor. Implementing ArcGIS Enterprise will be used as the platform for MRAD maintenance, administration and deployment.

In an effort to provide greater consistency during the evaluation of Bidders' responses, Bidder shall respond to each task, and associated sub items separately. This will ensure the evaluation team can review and score criteria elements based on each distinct task. For example, Bidder shall include their experience as it relates to Tasks 1-3 separately and distinctly, as experience in Task 1 (Workflow and Governance Structure) will differ from experience in Task 2 (Data Consolidation and Remediation). Failure to distinguish responses in this manner may result in a rejection of your response.

Bidder will complete the following requirements:

3.1.1 **Task 1: Workflow and Governance Structure** - This component of the Work Plan seeks to strengthen the existing maintenance responsibilities for address and road centerline data. The successful bidder will be required to develop an implementation plan, recommended workflows and operating procedures that will enable Merced County to more effectively manage these two important datasets. This work will be accomplished through a consultant engagement where onsite interviews between stakeholder departments and solution engineers will result in the deliverables noted below:

- I. Deliverables
  - a. Preliminary Implementation Plan – Word Document
    - i. High level overview of the proposed solution
    - ii. Proposed stakeholder survey schedule
  - b. Final Implementation Plan – Word Document
    - i. Business Requirements Survey Results
    - ii. Recommendation Workflow Changes
    - iii. Workflow Document Transfer
    - iv. Final Acceptance



- II. Requirements
  - a. Survey process and dataset owners to better understand and define business needs for the MRAD and to assist in developing a detailed implementation plan.
  - b. Deliver sufficient workflow documentation, standard operating procedures and governance structure to allow county staff and affiliated agencies to maintain and update the MRAD in the GIS.

3.1.2 **Task 2: Data Consolidation and Remediation** - While Task 1 seeks to enhance workflow and data standard development for the road and address data layers, Task 2 will enhance the integrity of the existing data by performing remediation and consolidation tasks. This work will exclusively involve road and address layers within the unincorporated areas of Merced County which are currently being managed by the County and the Merced County Association of Governments (MCAG). Remaining MCAG address points and road centerlines within the incorporated cities of Merced County will be introduced into MRAD in their current state and with no modifications.

This work will establish data layers for the road centerlines and address points using Esri's Local Government Information Model (LGIM) as the foundation. Implementation of Task 2 will not only reduce maintenance time but also strengthen collaboration in how this data is administered and maintained. This work will be accomplished through a consultant engagement and will result in the deliverables noted below:

- I. Deliverables
  - a. Preliminary Schema Design
    - i. High level overview of the proposed solution
    - ii. Proposed stakeholder survey schedule
  - b. Final Schema Design
    - i. Business Requirements Survey Results
    - ii. Recommended Schema Design
  - c. Data Remediation, Consolidation and Conversion
    - i. Consolidation, Verification and Validation Methodology
    - ii. MRAD Pilot and Final Delivery
    - iii. QA/QC Plan and Issue Reporting
  - d. Pilot Delivery and Acceptance
  - e. Final Delivery and Acceptance
- II. Requirements
  - a. Analyze, recommend, and resolve disparities and discrepancies in address and road data from multiple sources.
  - b. Update address and road data model changes as needed for the MRAD. Craft a single, accurate GIS address point set and a road centerline data layer from multiple sources utilizing validation methodology to ensure

optimal results.

- c. Ensure that address points and road segments are in the correct geographic locations.
- d. Allow both validated primary addresses and unverified secondary addresses in the MRAD.
- e. Ensure MRAD data schema supports public safety needs
- f. Add and populate latitude and longitude fields.
- g. Convert all street names to proper case.
- h. Re-sequence address point IDs starting at 1
- i. Update the Master Road Name Table with road names not in the MRAD during the address and road consolidation process.
- j. Ensure that newly added addresses are included in the street centerline address range and ensure that there are no gaps or overlaps introduced in the address ranges as a result of the update and consolidation process.
- k. Build in database integrity through the use of domains, constraints, dynamic values, and other methods.
- l. Deliver sufficient workflow documentation and technology transfer to allow participating staff to maintain and update the MRAD in the GIS.

**3.1.3 Task 3: ArcGIS Enterprise Migration** - Task 3 will include the successful configuration and implementation of ArcGIS Enterprise which consist of 4 components, the Web Adaptor, Portal, ArcGIS Server and the Data Store. ArcGIS Enterprise is Esri's latest software version which provides enhanced mapping capabilities, administrative services and data sharing opportunities than the County's current version. Migration to the Enterprise will benefit data standardization and data accuracy through its ability to foster a system of engagement supporting authoritative data creation and maintenance. The Enterprise supports the MRAD by providing the necessary geospatial infrastructure components that allow multiuser editing through either portal to portal (P2P) or portal to online (P2O) collaboration.

- I. Deliverables
  - a. Installation of Arc GIS Enterprise
    - i. Install and configure ArcGIS Server
      - a) ArcGIS Server configuration
        - 1 Licensing
        - 2 ArcGIS Server account
        - 3 Post-installs
        - 4 Set Permissions
        - 5 Define log file location
      - b) ArcGIS Web Adaptor Configuration
        - 1 Windows Server Components (IIS)
        - 2 Link Web Adapter to ArcGIS for Server
      - c) Create GIS Server admin connection
        - 2 Via ArcCatalog
      - d) Connection to data

- 1 Configure File Data Stores
  - 2 Configure EGDB Data Stores (once installed)
  - 3 Add as data source in map document (MXD)
  - e) Share test map service
    - 1 MXD creation
    - 2 Review optimization tools in ArcMap
    - 3 Share with server
    - 4 Review map service properties
  - f) Set Map Service Properties
    - 1 Set number of instances
    - 2 Verify input/output/cache folder paths
  - g) ArcGIS Server Security Configuration
    - 1 SSL Certificate Install
    - 2 Share Secure Map Services
  - h) Overview of ArcGIS Server Manager
    - 1 Access services (properties/restart/etc...)
    - 2 Review log files
    - 3 Server settings
  - i) Test consumption of map service
    - 1 REST endpoint access
    - 2 Overview of REST and REST Admin
    - 3 Possible test to consume in Esri API
  - j) Documentation
    - 1 Configuration
  - k) Login and URL access
    - 1 Procedures and Maintenance
  - l) Maps service creation & management
  - m) Server administration tasks (IIS reset/restarting services)
- ii. Install and Configure Portal
- a) Portal Configuration
    - 1 Licensing
    - 2 Admin Account
  - b) ArcGIS Web Adaptor Configuration
    - 1 Windows Server Components (IIS/SSL)
    - 2 Link Web Adapter to Portal
  - c) Overview of built-in identity store
    - 1 Establish example user, groups and roles
  - d) Overview of enterprise identity store
    - 1 Develop transition plan to use Windows ADF
  - e) Register ArcGIS Map Services with Portal
  - f) Build 1 Web Map
    - 1 Illustrate web map creation process
  - g) Build 1 Web App
    - 1 Illustrate web app creation process
  - h) Share content with organization

1 Illustrate sharing process with groups

- iv Install and Configure Data Store
  - a) Data Store Configuration
  - b) Host Portal with data store
  - c) Illustrate hosted feature creation process
  
- v Install and Configure EGDB
  - a) Review of database server machine
  - b) Define and configure users
  - c) Define and configure data owners
  - d) Establish connections
  - e) Establish backup routines
  - f) Establish scripting/scheduling of EGDB maintenance routines
  - g) Data load
    - 1 Initial load of geodatabase
      - a) Including user accounts
      - b) Connection parameters
        - 1 Procedures and Maintenance
          - a) Accessing & loading data
          - b) Verifying connections
          - c) Overview of routines
  
- vi Provide Knowledge Transfer
  - d) Knowledge transfer to occur throughout the installation process. To include knowledge to administer, maintain, and build upon the initial work. Knowledge transfer will include a summary session at the end of the engagement to review all aspects covered during the installation process.

II. Requirements

- a. Successfully configured and installed ArcGIS Enterprise.
- b. Coordination with County on confirming stakeholders, review and confirm the project scope of work, schedule, budget, establish guidelines, and reach an agreement on protocols for change control, communications, and project closing processes, as needed.
- c. Conduct requirements gathering session with the County's technical staff to gain in-depth understanding of the current GIS infrastructure. Discussion will include, but is not limited to, current system hardware, software, GIS data, licensing, and network diagrams.
- d. Development of Technical Memorandum outlining procedures planned to use during the upgrade process.
- e. Working in close cooperation with the County within the available time and budget constraints, develop an upgrade plan for one (1) instance of ArcGIS Enterprise.

- f. Provide active system maintenance and technical support throughout the contract period.
- g. Integration of the MRAD into the ArcGIS Enterprise based on the recommendations noted in the Final Implementation Plan identified in Section 3.1.2 Task 1: Workflow and Governance Structure and consistent with the final schema design identified in Section 3.1.2 Task 2: Data Consolidation and Remediation.

3.1.4 In drafting the requirements noted above, successful bidders may take exception to the details outlined in each Task by providing innovative alternative solutions. Any exception shall be consistent with the overall scope of work. Exceptions should also be clearly stated and consistent with the format provided in Section 4.2.7. Any exception to an item in this solicitation must be clearly set out and fully explained in the proposal as to why the proposer is taking exception. Be specific as to the reasons for the exception.

3.1.5 Please list any 3<sup>rd</sup> party firms that may be assisting you in this work. If so, please describe their role in the project and include their reference information.

## **3.2 SPECIFIC COMPLIANCE**

The Bidder awarded the Agreement derived from this proposal will be required to abide by all applicable local, Federal and State laws and regulations.

## **SECTION 4**

### **RESPONSE FORMAT AND CONTENT**

#### **4.1 GENERAL INFORMATION**

This section describes the required response format and content. The response should contain the requested information organized by the prescribed section and subsection numbers and titles. Any information provided beyond that required in the response should be contained in a section entitled "Optional Exhibits and Attachments".

Each Bidder shall submit a complete response, along with requested copies, providing all information requested and a complete description of the functional operation of the program/project proposed. Failure to follow the prescribed format may result in rejection of your response.

Responses must be complete in all aspects. A response may be rejected if it is conditional or incomplete, or if it contains any alteration of form or other irregularities of any kind. A response may be rejected if any such defect or irregularity constitutes a material deviation from the proposal requirements. The response must contain all costs required by the proposal.

Responses must be clearly marked as stated herein and must be received by the date and time specified.

The response must be typed. Every part of the response must be legible and of sufficient print clarity to allow copying of the document. Mistakes/Errors may be crossed out and corrections typed or printed adjacent to the mistake/error and initialed in ink by the person signing the response.

Special bindings, colored displays, etc., are not necessary. A single three-ring binder divided into sections by labeled tab index sheets is sufficient. Attachments that are not included in the binder should be clearly labeled according to the sections and titles provided therein. The response should be clear, complete and consistent with the proposal content requirements.

#### **4.2 RESPONSE FORMAT**

The response must be developed on the forms provided in this package, or must follow the proposal content requirements in the order in which they appear in the proposal. Responses that do not conform to this format may not be considered for evaluation. Responses must be typewritten and submitted on standard 8 1/2" by 11" paper. Each page must be clearly and consecutively numbered. All responses must be submitted in the name of the legal entity or authorized agency. Responses must be signed in ink by the officer or officers legally authorized to bind the

company, partnership or corporation.

The content and sequence of the response will be as follows:

- 4.2.1 Signature Page (Attachment A)
- 4.2.2 Signed Amendment(s) (If any)
- 4.2.3 Bond(s) (If any)
- 4.2.4 Cover Letter
- 4.2.5 Table of Contents
- 4.2.6 Executive Summary
- 4.2.7 Exceptions
- 4.2.8 Approach
- 4.2.9 Bidder's Qualifications
- 4.2.10 Cost Proposal
- 4.2.11 Financial Statement (**separate sealed envelope**)
- 4.2.12 Local Vendor Preference Certification (Attachment B)

#### 4.2.1 Signature Page

Bidder must complete and return the enclosed Signature Page (**Attachment A**, "Signature Page"). The Signature Page must be signed in blue ink by the officer or officers legally authorized to bind the company, partnership, or corporation.

#### 4.2.2 Signed Amendment(s)

Bidder must sign, in blue ink, and include a copy of any amendments to the RFP.

#### 4.2.3 Bond(s)

Bidder must enclose any bonds as required in the RFP.

#### 4.2.4 Cover Letter

The Cover Letter must be a maximum of a one (1) page introducing the Bidder. The Cover Letter must include the Bidder's name and address.

#### 4.2.5 Table of Contents

The Table of Contents must be a comprehensive listing of the contents included in your response. This section must include a clear definition of the material, exhibits and supplemental information identified by sequential page numbers and by section reference numbers.

#### 4.2.6 Executive Summary

The Executive Summary shall condense and highlight the contents of the Bidder's Business Response to provide the Evaluation Committee with a broad understanding of the Bidder's approach, qualification, experience and staffing.

#### 4.2.7 Exceptions

This portion of the response will note any exceptions to the requirements and conditions taken by the Bidder. Exceptions should clearly explain why the Bidder is taking exception to the requirements. If exceptions are not noted, the County will assume that the Bidder's response meets those requirements as specified herein and that the Bidder accepts and intends to abide by all stated terms, conditions, and requirements. Exceptions will be considered by the County, and will form a part of any resulting Agreement, only if the County explicitly so states in writing.

Exceptions shall be noted as follows:

- Exceptions to the Scope of Work
- Exceptions to General Provisions
- Exceptions to Special Provisions
- Exceptions to Instructions for Submitting Response and Proposal Content Requirements
- Exceptions to any other part of this RFP
- Exceptions to terms in the Sample Agreement

#### 4.2.8 Approach

The Bidder's response shall clearly describe in detail how the Bidder will meet the requirements of this proposal and perform the Requirements. Additionally, the response should provide any special or unique qualifications which the Bidder believes it possesses to meet the requirements of this proposal. Only those levels of performance the Bidder actually believes can be accomplished should be stated as measurable objectives. Each of the major tasks, or activities to be undertaken, as a means of reaching such objectives, must be specifically identified. Display the essential points of activity in a time sequence showing the amount of time allotted to each activity.

The merit of each response received in response to this proposal will be judged largely on the basis of each Bidder's narrative description as described in the Approach of their response. It is important that your response contain all information required for an effective review process. The response should be written in such a manner to provide sufficient detail to enable the Evaluation Committee members to know what is planned at



every stage, and to make a judgment as to the probable success of the proposed effort.

(A benchmark chart may be completed to display the time frame for achieving and accomplishing each major program/project task or activity. Flowcharts and other related graphics may accompany this section.)

#### 4.2.9 Bidder's Qualifications

Bidder shall provide a concise statement demonstrating that the Bidder's company has the qualifications, experience, and capability to perform the requirements of this proposal. The following sections must be included:

a) History

Provide a brief history of your company, including the number of years in business. State whether your organization is an individual proprietorship, partnership, corporation, or private nonprofit organization, and the date your company was formed or incorporated. Provide a statement as to any judgment, litigations, licensing violations, or other violations, outstanding or resolved, against your company in the past five (5) years.

b) Background and Experience

A summary of relevant background information describing your company's experience of major accomplishments and/or activities similar to the requirements set forth under this proposal, which demonstrates your company's ability to provide the service described in your response.

c) References

Provide a list of at least five (5) customer references. Include the firm's name; the name, title, and telephone number of a contact person; the dollar amount of the Agreement; and the dates that these services were completed. Bidder may provide sample material of your company's work to substantiate your previous experience.

d) Staff Assignment

A brief description of the experience and qualifications of the proposed key staff members assigned to this program/project and what percentage of their time will be devoted to the program/project. Show their function, level of education, degree and license, if appropriate, and a detailed resume for each person. Additionally, the Bidder must specify where the staff will be located and identify the program/project manager.

#### 4.2.10 Cost Proposal

It is essential that all responding Bidders include and clearly detail all costs, payment schedules, categorization of line items, and/or other related costs associated with your response. All responses must have a narrative providing a thorough and clear explanation of your costs.

COST PROPOSAL FOR RFP 7265  
Master Road & Address Database (MRAD)  
Development & Implementation

Not to Exceed Cost	
<b>Task 1: Workflow and Governance Structure</b>	
Overview of Solution / Project Approach	
Stakeholder Engagement	
Implementation Plan	
Workflow and Standard Operating Procedure Transfer	
Project Administration	
Travel	
<b>Total Phase 1</b>	<b>\$0</b>
<b>Task 2: Data Consolidation and Remediation</b>	
Schema Design	
Data Consolidation Remediation & Conversion	
Hardware	
Software	
Project Administration	
Travel	
<b>Total Phase 2</b>	<b>\$0</b>
<b>Task 3: ArcGIS Enterprise Migration</b>	
Requirements Gathering	
Upgrade, Configuration of ArcGIS Enterprise	
Installation and Configuration	
MRAD Integration	
Knowledge Transfer	
Hardware	
Software	
Project Administration	
Travel	
<b>Total Phase 3</b>	<b>\$0</b>
<b>TOTAL BASE BID</b>	<b>\$0</b>

#### 4.2.11 Financial Statement

**FINANCIAL STATEMENT SUBMITTED WILL BE FORWARDED TO COUNTY AUDITOR-CONTROLLER FOR REVIEW AND DESTROYED OR RETURNED WITHIN SEVEN (7) WORKING DAYS FOLLOWING CLOSE OF RFP. IF YOU WISH TO HAVE YOUR FINANCIAL STATEMENTS RETURNED, A SELF-ADDRESSED, STAMPED ENVELOPE MUST BE ENCLOSED.**

Provide copies of the Bidders most current and prior two (2) fiscal years financial statements. Financial statements should include a balance sheet and income statement at minimum. Financials consisting of, but not limited to the Balance Sheet (Statement of Financial Positions), and Income Statement (Statement of Operations), and the Retained Earnings Statement (Changes in Fund Balance) are necessary for construction and service provider Agreements over \$10,000. For Agreements under \$100,000 (federal funding over \$100,000 single audit requirements will apply), if audited statements are available, these should be submitted to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

If financial statements are not available, sufficient financial information should be submitted to demonstrate the ability to finance the Agreement and provide the services in accordance with the requirements of this RFP, understanding that cash advances are not available. Financial information will be kept confidential if so stamped on each page.

**THIS INFORMATION IS TO BE PLACED IN A SEPARATE SEALED ENVELOPE AND MARKED "BIDDER'S FINANCIAL STATEMENT" ON THE OUTSIDE OF THE ENVELOPE. FAILURE TO SUBMIT FINANCIAL INFORMATION WILL BE CONSIDERED AS "NONRESPONSIVE", RESULTING IN REJECTION OF RESPONSE.**

#### 4.2.12 Local Vendor Preference Certification

If the Bidder meets the criteria and would like to be considered for Local Preference consideration, Bidder must complete and return the enclosed Local Vendor Preference Certification Form (**Attachment B**). The Local Vendor Preference Certification Form must be signed in blue ink by the officer or officers legally authorized to bind the company, partnership, or corporation.

## SECTION 5

### **BASIS OF AWARD, SELECTION PROCESS AND EVALUATION CRITERIA**

#### **5.1 BASIS OF AWARD**

Award will be made to the Bidder whose response demonstrates to be the most qualified, responsive and advantageous to the County. **The County shall not be obligated to accept the lowest cost response, but will make an award in the best interests of the County after all factors have been evaluated (“most responsive response”).**

THE COUNTY RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY OR ALL RESPONSES OR ANY PART THEREOF, OR TO WAIVE ANY INFORMALITIES IN THE RESPONSE AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS, TO MAKE AN AWARD ON THE BASIS OF SUITABILITY, QUALITY OF SERVICE(S) TO BE SUPPLIED, THEIR CONFORMITY WITH THE SPECIFICATIONS AND FOR THE PURPOSES FOR WHICH THEY ARE REQUIRED, AND NOT CONFINED TO COST ALONE. THE COUNTY SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER RESPONSE.

False, incomplete, or nonresponsive statements in connection with the response may be deemed sufficient cause for rejection. The County shall be the sole judge in making such determination. The County reserves the right to cancel or discontinue with the response process and reject any or all responses in the event it determines that there is no longer a requirement for the furnishing of such items, materials, equipment and/or services, funding is no longer available for this proposal, or it is otherwise in the County's best interest to cancel the proposal process.

#### **5.2 SELECTION OF EVALUATION COMMITTEE**

An Evaluation Committee consisting of selected personnel will be established to evaluate the responses. It is the intent of the Evaluation Committee to select an apparent successful Bidder with a recommendation to initiate Agreement negotiations. Selection will not be made on cost alone, but will be based upon the most responsive response.

#### **5.3 EVALUATION CRITERIA**

The Evaluation Committee will consider only those responses which have been considered responsive to the proposal. Any response which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. Responsiveness includes attention to detail in following the proposal

format. The Evaluation Committee may also contact and evaluate the Bidder’s and the Sub-Contractors references; contact any Bidder to clarify any response; contact any current users of a Bidder’s services; solicit information from any available source concerning any aspect of a response; and seek and review any other information deemed pertinent to the evaluation process. The Evaluation Committee shall not be obligated to accept the lowest priced response, but shall recommend such response that is the most qualified, responsive and cost-effective response and in the best interest of the County (“most responsive response”).

Responses shall be ranked on a score of 1 to 10, with a score of 6 to 10 as exceeds requirements; a score of 5 as meets requirements; and a score between 1 and 4 does not meet requirements.

<b>SCORING CRITERIA</b>	
<b>Task 1: Workflow and Governance Structure</b>	
1	Experience
2	Overview of Solution
3	Project Approach
4	Stakeholder Engagement
5	Implementation Plan
6	Schedule
7	Cost Proposal
<b>Task 2: Data Consolidation and Remediation</b>	
8	Experience
9	Overview of Solution
10	Project Approach
11	Stakeholder Engagement
12	Technical Capabilities
13	Schedule
14	Cost Proposal
<b>Task 3: ArcGIS Enterprise Migration</b>	
15	Experience
16	Project Approach
17	Requirements Gathering/Technical Memorandum
18	MRAD Integration
19	Knowledge Transfer
20	Installation and Configuration of ArcGIS Enterprise
21	Schedule
22	Cost Proposal

#### **5.4 NOTICE OF INTENT**

A "Notice of Intent to Negotiate" with the successful Bidder will be sent to all participating Bidders upon Evaluation Committee recommendation to initiate Agreement negotiation. This “Notice of Intent to Negotiate” will be sent to all

participating Bidders by U.S. postal mail and/or email.

A "Notice of Intent to Award" with the successful Bidder will be sent to all participating Bidders upon completion of the Agreement negotiation and the Agreement is on the Board of Supervisors agenda. This "Notice of Intent to Award" will be sent to all participating Bidders by U.S. postal mail and/or email.

## **5.5 NEWS RELEASES**

News releases by the Bidder pertaining to the award resulting from this proposal shall not be made without prior written approval of the County.

## **5.6 DEBRIEFING**

A debriefing shall be held before the award of the Agreement upon the timely request of an unsuccessful Bidder for the purpose of receiving information concerning the evaluation of the Bidder's response. The request must be in writing, dated, signed either by the Bidder or a legally authorized individual on behalf of the Bidder and be received by the County's Department of Administrative Services-Purchasing at 2222 "M" Street, Merced, California 95340 within three (3) working days following the County's transmission, by U.S. postal mail or facsimile, of the "Notice of Intent to Negotiate". Each requesting Bidder will be allotted a maximum of one hour for any debriefing conference. The information provided by the County will be based on the Evaluation Committee determinations of your company's submitted response as it relates to the evaluation criteria as stated herein above. The debriefing may be held, in the discretion of the County, by telephone conference call. The debriefing is not the forum to challenge the proposal's specification, requirements, or the selection criteria. The debriefing procedure provided herein to all requesting and unsuccessful Bidders to the County's Request for Proposal is the exclusive and sole remedy and means of receiving information regarding the respective Bidder's evaluation and preliminarily challenging the award of the Agreement.

## **5.7 PROTEST**

Should an unsuccessful Bidder request a debriefing, and believes its response to be the most responsive to the County's proposal and that the County has incorrectly selected another Bidder for award, the appealing Bidder may submit a protest of the selection as described below:

All protests must be made in writing, dated, signed by the Bidder or an individual authorized to sign Agreements on behalf of the protesting Bidder, and contain a statement of the reason(s) for protest; citing the law(s), rule(s) and regulation(s) or procedure(s) on which the protest is based. The protesting Bidder must have gone through the debriefing process described above, and must provide facts and evidence to support the protest.

Protest(s) to County's Intent to Award must be sent either by U.S. mail, postage prepaid, or by personal delivery to:

County Executive Officer  
County of Merced  
2222 M Street  
Merced, California 95340

All protests in relationship to the County's intended award decision must be received by the County Executive Officer no later than seven (7) working days following the County's transmission, by U.S. postal mail or facsimile, of the "Notice of Intent to Award" to the Bidder.

## **5.8 PROTEST PROCEDURES**

A Bidder protesting the results of any of the processes described herein must follow the procedures set forth herein. By submitting a "Letter of Intent to Protest", the Bidder has agreed that the protest procedures herein shall precede any action in a judicial or quasi-judicial tribunal regarding this proposal. Protests that do not follow these procedures shall not be considered. The protest procedures constitute the sole administrative remedy available to the Bidder under this procurement. Upon exhaustion of this remedy no additional recourse is available with the County of Merced.

Upon receipt of the formal protest, the County Executive Officer, or his/her designee, will attempt to resolve the protest. If the protest has not been resolved, the Bidder will have an opportunity to address the Board of Supervisors stating their concerns. The decision of the Merced County Board of Supervisors constitutes the final step of the Bidder's administrative remedy.

A protest shall be disallowed when, in the judgment of the County Executive Officer, or his/her designee, or the County Board of Supervisors, it has been submitted: (1) as a delay tactic; (2) for the purpose of posturing the protester advantageously for future procurement; (3) in a form that deviates from the one prescribed; (4) without adequate factual basis or merit; or (5) in an untimely manner.

In the event that a protesting Bidder does not appear at the protest hearing as scheduled by Merced County, the protest will be disallowed.





## SECTION 6

### TERMS AND CONDITIONS

#### 6.1 REQUEST FOR PROPOSAL CLOSING DATE

Responses must be received in the Merced County Department of Administrative Services-Purchasing on or before 4:00 p.m. on date specified on each separate proposal. The time specified will be as defined by the official time clock in the office of the Department of Administrative Services-Purchasing, 2222 "M" Street, Room 1, Merced, California 95340. It is the sole responsibility of the submitting Bidder to ensure that its response is received before the submission deadline.

Response must be labeled as:

Merced County Request For Proposal No. **7265**

Responses shall be presented under sealed cover and clearly identified on the outside to read:

- Name of the bidder
- Address of the bidder
- Subject of the Response
- Request for Proposal Number
- Proposal Submittal Deadline Date

Without law or policy to the contrary, if the Bidder took reasonable steps to submit the response in due time, and failure of the response to be on hand at the time of closing was not the result of negligence or other fault of the Bidder, but was the result of negligence by the County, the County reserves the right to accept such response.

All responses shall remain firm for at least one hundred twenty (120) days following the proposal closing date. The County reserves the right to withhold an award of the proposal for one hundred twenty (120) days from date of closing.

All responses and accompanying documentation submitted by the Bidders, with the exception of Financials, will become the property of the County and will not be returned. Responses shall be based on the material contained in the proposal. Bidders are instructed to disregard any prospective oral representations it may have received prior to the solicitation of the proposal.

Cost for developing and preparing the response is solely the responsibility of the Bidder whether or not any award results from this solicitation. Further, the cost of developing and preparing responses to the proposal will not be allowed as direct or indirect charges under any resulting Agreement.

No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications will be effective without prior written consent of the County.

THE COUNTY RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY OR ALL RESPONSES OR ANY PART THEREOF, OR TO WAIVE ANY INFORMALITIES IN THE PROPOSAL AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS, TO MAKE AN AWARD ON THE BASIS OF SUITABILITY, QUALITY OF SERVICE(S) TO BE SUPPLIED, THEIR CONFORMITY WITH THE SPECIFICATIONS AND FOR THE PURPOSES FOR WHICH THEY ARE REQUIRED, AND NOT CONFINED TO PRICE ALONE. THE COUNTY SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER PROPOSAL.

## **6.2 ANNOUNCEMENT OF RESPONSES**

All responses received by the published date and time for submission will be publicly announced at the Department of Administrative Services-Purchasing at 2222 "M" Street, Merced, California 95340. The name of each Bidder will be publicly read and recorded. All other information contained in the responses shall be confidential to avoid disclosure of contents prejudicial to competing Bidders during the evaluation process. Representatives from organizations submitting responses may be present, but attendance at the announcement of the responses is not mandatory. No award decision, pricing, or exchange of views will be discussed at the response announcement.

## **6.3 INTERPRETATION, CORRECTIONS AND AMENDMENTS**

The Bidder must carefully examine the specifications, terms and conditions provided in the Request for Proposal and become fully informed as to the requirements set forth therein. If anyone planning to submit a response discovers any ambiguity, conflict, discrepancy, omission or error in the proposal, has any questions in relationship to the "REQUIREMENTS", or any other related matters, Bidder shall immediately notify the contact person as shown on the cover page of this RFP of such concern in writing and request clarification or modification of the document(s) no later than the Question and Answer deadline as set forth under Section 2.2, "SCHEDULED ACTIVITIES". No further requests for clarification or objections to the proposal will be accepted or considered after this date. Any change in the proposal will be made only by written amendment, issued by the Department of Administrative Services-Purchasing to each vendor on the Bidders list as well as posted on the County website, and shall be incorporated in the proposal. The Bidder shall sign and date the amendment and submit same with the response. **Any oral communication by the County's designated contact person or any other County staff member concerning this proposal is not binding on the County and shall in no way modify this proposal or the**

## **obligations of the County or any Bidders.**

The Bidder may e-mail questions to the Buyer whose name is specified on the RFP, or mail to:

Merced County Department of  
Administrative Services-Purchasing  
2222 M Street, Room 1  
Merced, California 95340  
Attention: Request For Proposal Information **7265**

All inquiries shall be directed to the designated County staff person shown on the RFP. Contact with any other County personnel or any undue “badgering” of such County personnel by the Bidder is prohibited. Failure to comply with this request may be considered cause for disqualification of your response.

### **6.4 DISCUSSION WITH RESPONSIBLE BIDDERS AND CLARIFICATIONS TO PROPOSAL**

The County may, in its sole discretion, conduct discussions with Bidders who submit responses determined to be responsive and have the potential of being selected for an award, for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Such clarifications may be permitted after submission of responses and prior to award. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Bidders to anyone outside the Evaluation Committee. The purpose of such discussions shall be to examine Bidders:

- Qualifications
- Proposed method of performance
- Proposed personnel and facilities
- Compensation

All Bidders submitting a response for consideration agree that their company will be willing to enter into a final Agreement if awarded this proposal. The County may, in its sole discretion, negotiate certain terms and conditions of such final Agreement after identification of the apparent successful Bidder. However, Bidders should not assume that any terms of this RFP or other applicable terms and conditions are subject to later negotiation, and should instead assume that all such terms and conditions are mandatory conditions of participation in this RFP process. Negotiated changes, if any, will not change the “Requirements”.

### **6.5 ANNOUNCEMENT OF APPARENT SUCCESSFUL BIDDER**

Based upon the qualifying and respective evaluations, the Evaluation Committee will recommend commencement of Agreement finalization. The Board of

Supervisors will officially decide to select or reject the negotiated Agreement.

## **6.6 FALSE OR MISLEADING STATEMENTS**

Responses which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Bidder, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the response, and the attribute, condition or capability is a requirement of this proposal, it will be the basis for rejection of the response.

## **6.7 RULES FOR WITHDRAWAL OR REVISION OF RESPONSES**

A response which is submitted prior to the deadline may be withdrawn or revised any time prior to, but not after, the deadline for receipt of responses provided that the request for withdrawal or revision is in writing and executed by the Bidder's duly authorized representative. The request for withdrawal or revision of the response must be filed with the County of Merced, Department of Administrative Services-Purchasing, before the deadline for the receipt of responses. The withdrawal of a response shall not prejudice the right of a Bidder to submit a new response, provided the Bidder can submit the new response by the deadline stated herein.

## **6.8 INDEPENDENT CONTRACTOR**

It is expressly understood that in the performance of any services resulting from this proposal, Bidder is an Independent Contractor and is not an agent or employee of the County and warrants that all persons assigned to the program/project are employees, or subcontractors, of the Bidder. In the event the awarded Bidder shall employ others to complete or perform the services provided, Bidder shall be solely responsible and hold the County harmless from all matters relating to the payment of such person(s).

It is mutually understood and agreed that no employee-employer relationship will be created between County and Bidder or County and Bidder's employees, and that the awarded Bidder shall hold County harmless and be solely responsible for withholding, reporting and payment of any federal, state or local taxes, contributions or premium imposed or required by workers' compensation, unemployment insurance, social security, income tax or other statutes or codes applying to Bidder, or its sub-Contractor(s) and employees, if any. It is mutually agreed and understood that the Bidder, its Sub-Contractor(s) and employees, if any, shall have no claim under any Agreement that may result from this proposal or otherwise against County for vacation pay, sick leave, retirement or social security benefits, occupational or non-occupational injury, disability or illness, or loss of life or income, by whatever cause.

## **6.9 EXPLANATION OF USE OF SUB-CONTRACTORS**

Any Bidder using a Sub-Contractor(s) must clearly explain the use of the Sub-Contractor(s) and list the name(s) of the Sub-Contractor(s) providing work under this proposal. The selected Bidder will be fully responsible for all work performed under this proposal and will be considered as the Prime Contractor. Any Sub-Contracting, or other legal arrangements made by the Bidder are the sole responsibility of the Bidder. Any Agreement that is entered into between the selected Bidder and the Sub-Contractor(s) shall contain provisions for federal and state access to the books, documents, records, and inspection of work. Bidder awarded any Agreement as a result of this proposal shall obtain County written approval of sub-contractors identified in Bidder submittal prior to execution of Agreement.

## **6.10 JOINT VENTURES**

In the event a response is submitted jointly by more than one organization, one legal entity must be designated as the Prime Contractor. All other participants shall be designated as Sub-Contractors.

## **6.11 CONFIDENTIALITY**

The contents of all responses, correspondence, agenda, memoranda, or any other medium which discloses any aspect of a Bidder's response shall be held in the strictest confidence until after negotiations for the contract are negotiated. If you contend that any submission contains trade secrets or proprietary data, please be advised that the County cannot and does not give any assurances or guarantees that such information will not be released under the California Public Records Act. The Bidder should clearly mark any of the information within their response that is proprietary, however, the County will be guided by the California Public Records Act and the definition of Trade Secrets under California Civil Code Section 3426.1, but in no case will the following be considered proprietary: a) the final cost of the bid or response; b) information that is not clearly marked as proprietary in nature; c) information that, though marked as proprietary, is not actually proprietary d) information that is otherwise generally available as information or technology within the subject trade, industry or profession.

**BIDDER SHALL NOT DESIGNATE THE ENTIRE RESPONSE AS PROPRIETARY. SUCH ATTEMPTED DESIGNATION WILL NOT BE HONORED.**

Submission of a response by a Bidder shall constitute an agreement to the provision for public announcement. The County shall not be obligated to release information contained in any Bidder's RFP submittal that has been marked as proprietary, without the written consent of the Bidder. Any agency requesting such information so marked as proprietary must obtain such written authorization

directly from Bidder and forwarded to County.

County shall not be required to contact any Bidder for information on behalf of any requesting agency. Merced County shall have the sole discretion and exclusive authority to determine if any other party has properly obtained the right to have access to proprietary information.

## **6.12 PUBLIC AGENCY PARTICIPATION**

Any public agency, i.e., city, district, public authority, public agency, municipality and other political subdivision or a public corporation (hereinafter referred to as Public Agency) shall have the option of participating in any award made as a result of this proposal at the same prices, and terms and conditions. The County is not an agent, partner, or representative of the Public Agency, and is not obligated or liable for any financial responsibility in connection with purchase orders issued by any Public Agency. The Public Agency shall accept sole responsibility for placing orders or payments to the successful Bidder.

## **6.13 PRICING CONDITIONS**

All responses shall remain firm for at least one hundred twenty (120) calendar days after RFP Submittal Deadline unless otherwise specified. Within one hundred twenty (120) calendar days after the RFP Submittal Deadline opening, a purchase order and/or an Agreement may be awarded by the County, as it may deem proper, in its absolute discretion. The time for awarding a purchase order and/or an Agreement may be extended at the sole discretion of the County, if required to evaluate responses or for such other purposes as the County may determine.

## **6.14 DETERMINATION OF BIDDER'S RESPONSIBILITY**

- **Responsible Bidder**

A responsible Bidder is a Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, financial strength, and experience to satisfactorily perform the Agreement. It is the County's policy to conduct business only with responsible Bidders.

- **Non-responsible Bidder**

The County may declare a Bidder to be non-responsible for purposes of this proposal for a variety of reasons, some of which are listed below. This is not an exclusive list - reasons may include the following but are limited to the below:

- Committed any act or omission which negatively reflects on the Bidder's quality, fitness, financial strength, or capacity to perform

- any Agreement that may be derived from this proposal with the County or an Agreement with any other public entity, or engaged in a pattern or practice which negatively reflects on same; or
- Committed an act or omission which indicates a lack of business integrity or business honesty; or
  - Made or submitted a false claim against the County or any other public entity; or
  - Submitted false, incomplete or unresponsive statements or omitted requested documentation in connection with this proposal.

## **6.15 PUBLIC DISCLOSURE**

All public records of the County are available for disclosure except the contents of the responses received in response to an RFP, which are not open for public review until the contract between the awarded Bidder and the County is agendized with the Board of Supervisors. In the event that an unsuccessful Bidder files an official request to view the awarded Bidder's response, the County must comply with appropriate public disclosure procedures. However, if information specifically designated in the response as proprietary is requested County may attempt to notify Bidder should Bidder wish to pursue protections against disclosure, at its own cost, so that the information will not be made available.

Pursuant to the California Public Records Act, Government Code Sections 6250 *et seq.*, any contract that eventually arises from this Request for Proposal is a public record, in its entirety. Also, all information submitted in response to this Request for Proposals is itself a public record **without exception**, and will be disclosed upon request, but only after negotiations are complete. Submission of any materials in response to this Request for Proposals constitutes your consent to release materials, and a waiver of any claim that the information is protected from disclosure. Furthermore, by submitting materials, you agree to indemnify and hold harmless Merced County for release of such information.

## **6.16 QUALIFICATIONS OF BIDDER**

The County may make such investigation as it deems necessary to determine the ability of the Bidder to provide the services requested herein, and the Bidder shall furnish to the County all information and data for this purpose as the County may request. The County reserves the right to reject any response should the evidence submitted by, or investigation of, the Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the proposal and to complete the requirements contemplated therein.

## **6.17 DISQUALIFICATION OF BIDDER**

A Bidder may be disqualified and the response rejected, in addition to any other

cause for rejection as set forth elsewhere in this proposal, for any of, but not limited to, one of the following reasons:

- Proof of collusion among Bidders, in which case all responses involved in the collusive action will be rejected and any participant to such collusion will be barred from future bidding until reinstated as a qualified Bidder.
- Lack of responsibility or cooperation as shown by past work or services provided to the County or others.
- Being in arrears on existing Agreements with the County or having defaulted on previous Agreements.
- Delivery of their response after the deadline specified in the proposal.
- Incomplete information or missing documents as required in the proposal.

#### **6.18 INTEGRITY OF EXPENDITURE**

The Bidder assures that every reasonable course of action will be taken to maintain the integrity of expenditure of public funds and to avoid any favoritism, questionable, or improper conduct.

#### **6.19 GRATUITIES**

Neither the Bidder nor any person, firm, or corporation employed by the Bidder shall give, directly or indirectly, to any employee or agent of the County, any gift, money, or anything of value, or any promise, obligation, or Agreement for future reward or compensation, neither during the proposal process nor during the performance of any Agreement period resulting from this proposal.

#### **6.20 CONFLICT OF INTEREST**

The Bidder covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this proposal. Bidder shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or sub-Contractor(s), and the County. Bidder shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables them to influence any award of this proposal or any competing offer, shall have any direct or indirect financial interest resulting from any Agreement that may be derived from this proposal or shall have any relationship to the Bidder or officer or employee of the Bidder, nor that any such person will be employed by Bidder in the performance of any Agreement that may be derived from this proposal without immediate divulgence or such fact to the County.

#### **6.21 FEDERAL, STATE, AND LOCAL TAXES**



The awarded Bidder shall pay all taxes lawfully imposed upon it with respect to this proposal or any product delivered with respect to the Agreement. The County makes no representation whatsoever as to the exemption from liability to any tax imposed by any government entity on the awarded Bidder.

## **6.22 OSHA REQUIREMENTS**

All material, equipment, or labor submitted under this proposal by Bidder shall meet the required standards of OSHA 1970 and CA-OSHA 1973. Bidder warrants that the described material, equipment or labor meets all appropriate OSHA safety and health requirements. Further, it warrants that the said material or equipment will not produce or discharge in any manner or form, directly or indirectly, chemicals or toxic substance that could pose a hazard to the health or safety of anyone who may use the material or equipment or come into contact with the material or equipment.

## **6.23 ENVIRONMENTAL PROTECTION**

The Bidder awarded the Agreement resulting from this proposal shall be in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (41 USC 1857(h)), Section 508 of the Clean Water Act (33 USC, 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15) which prohibits the use under nonexempt federal Agreements, grants, and loans of facilities included on the EPA List of Violating Facilities. The Contractor shall report violations to the applicable federal agency and the US EPA Assistant Administrator for enforcement.

## **6.24 DRUG FREE WORK PLACE**

The awarded Bidder must certify that it will provide a drug-free workplace as set forth by the Federal Drug-Free Workplace Act of 1988.

## **6.25 PREVAILING WAGE RATES**

Should the proposal call for the Bidder to be responsible for any site preparation activities, the Bidder will be required to certify adherence to the requirements of all state and federal laws relating to the payment of prevailing wage rates for work performance under public works project laws, specifically, as covered by the federal Davis-Bacon Act and California Labor Code 1720 et seq. A copy of this wage scale may also be obtained from the office of the Director of Industrial relations, State of California, or <http://www.dir.ca.gov/DLSR/PWD/mer.xls>

It shall be mandatory upon the Bidder to whom the Agreement is awarded, and upon all sub-Contractor under him, to ascertain and pay not less than the latest general prevailing hourly rates for Saturday, Sunday, holidays, and overtime work for each workman or mechanic employed in the execution of the work of this project

as per determination made by the Director of Industrial Relations, California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, and 1773.1.

#### **6.26 COMPLIANCE WITH APPLICABLE LAWS**

The successful Bidder shall otherwise perform all obligations under the resulting Agreement in compliance with all applicable federal, state, and local laws, rules, regulations, and policies.

No Contractor or sub-Contractor(s) may be listed on a bid response for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No Contractor or sub-Contractor(s) may be awarded an Agreement for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

#### **6.27 LEGAL CONSIDERATIONS**

Any Bidder, by submission of a response to this proposal, and any subsequent Agreement that may be derived from this proposal, shall be deemed and have agreed to be bound by the laws of the State of California in all respects as to interpretation, construction, operation, effect and performance.

Notwithstanding any other provisions of this proposal, any dispute concerning any question of fact or law arising under this proposal, or arbitration arising out of any Agreement that may be awarded as a result of this proposal, shall be tried in Merced County, unless the parties agree otherwise or are otherwise required by law.

#### **6.28 OUT-OF-STATE BIDDER**

Where the Bidder is an Out-Of-State Bidder, not doing business in the State of California, the package bid or purchase price, for the purpose of determining the lowest price bid, shall be increased by applicable retail rate of general sales tax and use tax when and where applicable.

#### **6.29 LOCAL BUSINESS PURCHASING PREFERENCE**

Notwithstanding any other provision contained herein to the contrary, a five percent (5%) preference shall be granted to local business whenever the purchasing agent

of Merced County purchases services, supplies, materials and/or equipment for county use through the competitive bid process, which shall be defined herein to include quotes, bids, and proposals. The purchasing agent in evaluating competitive bids shall determine the lowest responsive Bidder, and if the lowest responsive Bidder is a non-local Bidder then a five percent (5%) preference shall be granted to local Bidders. Local preference only applies to the procurement of services, supplies, materials and/or equipment, and will not apply to bids conducted with other public agencies nor when prohibited by state or federal statutes or regulations to be awarded to the “lowest responsible Bidder” or otherwise exempted from local preference. A local bidder is defined as:

- a. A principal place of business located within the County of Merced with a valid and verifiable business license, if applicable, issued by a city within the County or a business located in the unincorporated areas of the County. Post Office Boxes do not qualify as verifiable local business addresses;
- b. Employs at least one (1) full-time employee within the County, or if the business has no employees, shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the County; and
- c. Has had a fixed office or place of business having a street address within the County for at least six (6) months immediately prior to the issuance of the request for competitive bids by the County.

The five percent (5%) local preference shall be deducted from the total dollar amount bid by local Bidders on competitive quotes and bids, and assess on the total evaluated aggregate score obtained by local Bidders on proposals (County of Merced County Policy, Chapter 5.12.025, “Local Business Purchasing Preference” Policy).

### **6.30 BUSINESS LICENSE**

Prior to the issuance of any purchase order and/or the performance of any Agreement derived from this bid, the successful bidder and its sub-Contractors shall be required to maintain a Merced County Business License in accordance with the County of Merced Ordinance No. 1705, “An Ordinance Establishing a requirement for a Business License and Temporary Business License and/or persons operating in the unincorporated areas of Merced County” (<http://www.qcode.us/codes/mercedcounty/>).

It is the intent of the Board of Supervisors of the County of Merced to authorize that no person shall maintain, conduct, or carry-on a business, whether or not for profit, located in whole or in part at a fixed place of business within the County and outside the limits of any incorporated city, without first obtaining a license to operate as provided under the County of Merced Ordinance No. 1705.

## **DEFINITIONS**

**Agreement** - Comprises the Request for Proposal (RFP), any amendment thereto, the bid proposal, and the purchase order if appropriate. The Agreement constitutes the entire agreement between the County and the awarded Bidder.

**Bidder** - A person, partnership, firm, corporation, or joint venture submitting a bid response for the purpose of obtaining a County Agreement.

### **Bonds –**

**Fidelity Bond** - Also referred to as a Dishonesty Bond. A fidelity bond is a form of protection that covers the County for losses as a result of fraudulent acts by the Contractor.

**Proposal Security Bond** – Also referred to as Bid Security. A bond that is submitted with Bidder's response to compensate the County for damages it might suffer if successful bidder refuses to execute the Agreement that may be derived from their response. Generally, it is 10% of the amount of Bidder's bid as bid security.

**Performance Bond** – A bond to ensure completion of the project as requested under the "Scope of Work". The Performance Bond is backed by a surety who guarantees the project will be completed in accordance with the specifications of the proposal.

**Payment Bond** – This bond is to protect sub-Contractors and suppliers. It ensures that the surety backing the bond will pay the sub-Contractors and suppliers if the general Contractor does not.

**Closing Date/Time** - The day and time the Request for Proposal must be received in the office of the Department of Administrative Services-Purchasing for acceptance.

**Consultant** - The Bidder awarded the Agreement derived from this RFP.

**Contractor** - The Bidder or Vendor awarded the Agreement derived from this Bid or RFP.

**County** - The County of Merced, a political subdivision of the State of California.

**Deliverable** - The physical evidence such as documentation, certification of completion, hardware/software delivery, etc. which shows that a specific work has been completed as specified in the "Requirements".

**Discount** - A percentage amount allowed off invoices for prompt payment.

**Evaluation Committee** - A committee established to review and evaluate responses

to determine the Agreement award. The committee includes representatives of the department seeking the goods or services.

**Formal Date of Award** - Effective date the Board of Supervisors take formal action to award the subject RFP to the most responsive Bidder.

**Goals/Tasks** - A discrete unit of work to be performed.

**Joint Ventures** - Two or more corporations or entities that form a temporary union for the purpose of the RFP.

**May** – Indicates something that is not mandatory but permissible.

**Must/Shall** – Indicates a mandatory requirement. A response that fails to meet a mandatory requirement will be deemed non-responsive and not be considered for award.

**Notice of Intent to Award** - Letter sent by County to all participating Bidders advising them of the date the County Board of Supervisors will hear and possibly take action in awarding the Agreement to the apparent successful Bidder as recommended by the Evaluation Committee.

**Objectives/Sub-Tasks** - Detailed activities that comprise the actual performance of the Goal/Task. The total of all Goals/Tasks and Objectives/Sub-Tasks makes up the “Requirements”.

**Prime Contractor** - The Bidder who is awarded the Agreement and designated as the legal entity. The Prime Contractor will hereafter also be known as the Contractor. Any sub-Contracting, Joint Ventures, or other legal arrangements made by the Contractor during this project are the sole responsibility of the Contractor.

**Proposal Deadline** - The closing date associated with this proposal.

**Proprietary** – The information provided that is considered exempt from public disclosure defined as Trade Secrets under Civil Code Section 3426.1, pursuant to Public Records Act.

**Scope of Work** - The mutually agreed to document which describe tasks, dependencies, the sequence and timing of events, deliverables, and responsible parties associated with the various phases of the proposal.

**Sub-Contractors** - Any person, entity or organization, to which Contractor or County has delegated any of its obligations hereunder.

**Tasks** – A discrete unit of work to be done.

**Vendor** - A person, partnership, firm, corporation, or joint venture submitting a bid or response for the purpose of obtaining a County Agreement.

**Work Plan** - The mutually agreed to document, which describes task, dependencies, the sequence and timing of events, deliverables, and responsible parties, associated with the various phases of the proposal.

**ATTACHMENT A**

**SIGNATURE PAGE**

(BIDDER TO COMPLETE AND PLACE IN FRONT OF RESPONSE)

INDIVIDUAL/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(P.O. Box/Street) (City) (State) (Zip)

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

The undersigned hereby certifies that he/she is a duly authorized official of their organization and has the authority to sign on behalf of the organization and assures that all statements made in the response are true, agrees to furnish the item(s) and/or service(s) stipulated in this Request for Proposal at the price stated herein, and will comply with all terms and conditions set forth, unless otherwise stipulated.

**“I certify that I have read the Sample Agreement (Exhibit 1) pursuant to the submittal of a Request for Proposal (RFP) and will comply with said Sample Agreement, unless otherwise noted by exception herein, as of the date and time of close of this proposal”.**

\_\_\_\_\_  
Authorized Representative - Name Title

\_\_\_\_\_  
Signature (in blue ink) Date

Business License No.: (Merced City) \_\_\_\_\_

(Merced County) \_\_\_\_\_

Professional License No.: \_\_\_\_\_

Taxpayer Identification No.: \_\_\_\_\_

**ATTACHMENT B**

**LOCAL VENDOR PREFERENCE CERTIFICATION**

I certify that my company meets all of the following qualifications to be eligible for a local vendor preference in accordance with the requirements of Merced County’s local preference policy, Section 5.12.025 of the County Code.

- a. A principal place of business located within the County of Merced with a valid and verifiable business license, if applicable, issued by a city within the County or a business located in the unincorporated areas of the County. Post Office Boxes do not qualify as verifiable local business addresses;
- b. Employs at least one (1) full-time employee within the County, or if the business has no employees, shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the County; and
- c. Has had a fixed office or place of business having a street address within the County for at least six (6) months immediately prior to the issuance of the request for competitive bids by the County.

I make this certification on behalf of my company with the full knowledge that should I provide any information that proves to be false, my company will be ineligible to conduct business with Merced County for a period of not less than three (3) months and not more than twenty-four (24) months as determined at the sole discretion of the County. The County also has the right to terminate all or part of any Agreement entered into with any such company.

---

A certification form must be submitted for each competitive procurement request.

Bid Number \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Business License Number and Jurisdiction \_\_\_\_\_

Tax ID Number (TIN) \_\_\_\_\_

Phone Number \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature (in blue ink) \_\_\_\_\_

Date \_\_\_\_\_



**EXHIBIT 1**  
Sample Agreement

**AGREEMENT FOR SPECIAL SERVICES  
(CONTRACTOR)**

**MERCED COUNTY  
AGREEMENT NO. \_\_\_\_\_**

**THIS AGREEMENT**, is made and entered into by and between the County of Merced, a political subdivision of the State of California, (hereinafter referred to as "County"), and (name of Agreement company or individual; specify the type of organization such as - government agency, individual, corporation, partnership, i.e. "California Skilled Nursing and Care Company", a California Corporation), located at (Street Address, Suite No., City, State) (hereinafter referred to as "Contractor").

**WHEREAS**, County desires to Agreement with Contractor for special services which consist of (list the type of services you desire to Agreement for); and

**WHEREAS**, Contractor is specially trained, experienced, and competent to perform such services in connection with (list type of services to be rendered) pursuant to (include any government code sections that may be applicable to this Agreement); and

**WHEREAS**, the parties desire to set forth herein the terms and conditions under which said services shall be furnished.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

**1. SCOPE OF SERVICES**

Contractor shall provide (list type of services to be rendered) services in accordance with the terms and conditions stated herein, and any specifically referenced attachments hereto. Contractors services include, but are not limited to, the following:

- A. (describe in detail the service to be performed by Contractor)
- B. \_\_\_\_\_

The following exhibits are specifically incorporated by reference, attached hereto, and made a part hereof, except when in conflict with this Agreement or modified herein:

- Exhibit A - (i.e., County's Request for Proposal, Statement of Work, etc.)
- Exhibit B - (i.e., Contractors Responding Proposal, Proposed Budget, etc.)
- Exhibit C - (i.e., Related Documentation)

**2. TERM**

The term of this Agreement shall commence on the \_\_\_\_ day of \_\_\_\_, 20\_\_, and continue until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, unless sooner terminated in accordance with the sections entitled “TERMINATION FOR CONVENIENCE” or “TERMINATION FOR CAUSE”, as set forth elsewhere in this Agreement.

**3. COMPENSATION**

County agrees to pay Contractor a Total Agreement Price of *(type out Agreement price, i.e., Five Thousand Dollars and No/100 Cents)* Dollars and No/100 Cents (\$ ) for all of Contractor's services to be provided herein, as are more specifically set forth under Section "SCOPE OF SERVICES". The Total Agreement Price shall include all of County's compensation to Contractor, including reimbursement for all expenses incurred by Contractor in the performance of this Agreement. No other fees or expenses of any kind shall be paid to Contractor in addition to the Total Agreement Price. In no event shall the total services to be provided hereunder exceed the Total Agreement Price. This fee may be subject to withholding for State of California income tax.

Any and/or all payments made under this Agreement shall be paid by check, payable to the order of the Contractor and be mailed or delivered to Contractor at:

Name:  
Address:  
City/State/Zip:

Contractor may request that County mail the check to Contractor, to such other address as Contractor may from time to time designate to County. Such request must be made in writing in accordance with the procedures as outlined under Section “NOTICES”.

*(OR)*

**3. COMPENSATION**

County agrees to pay Contractor an hourly rate of *(type out hourly rate in dollars, i.e., Fifty Dollars and No/100 Cents)* (\$ ) per hour for hours actually engaged in the performance of such work, as are more specifically set forth under Section “SCOPE OF SERVICES”, whether said work be performed at County premises or elsewhere, but such compensation shall not be paid for time necessary to travel from Contractor's location to County premises. This fee includes, but is not limited to, Contractor's time on-site, preparation time associated with this Agreement, and all out-of-pocket expenses. No other fees or expenses of any kind shall be paid to Contractor in addition to those rates or expenses listed herein. In no event shall the total services to be performed by Contractor hereunder exceed a Total Agreement Price of \$ \_\_\_\_\_. This fee may be subject to withholding for State of California income tax.

Any and/or all payments made under this Agreement shall be paid by check, payable to the order of the Contractor and be mailed to Contractor at:

Name:  
Address:  
City/State/Zip:

Contractor may request that County mail the check to Contractor to such other address as Contractor may from time to time designate to County. Such request must be made in writing in accordance with the procedures as outlined under Section "NOTICES".

#### 4. **PRICING CONDITIONS:**

County agrees to pay Contractor for all services required herein as prescribed, fixed at the submitted pricing, which shall include reimbursement for all expenses incurred. No other expenses shall be paid to Contractor without formal approval of the County's Board of Supervisors or its authorized agent. In no event shall the total services to be performed hereunder exceed \$\_\_\_\_\_.

County shall not be responsible for any charges or expenses incurred by Contractor, his/her agents, employees or independent Contractors, other than those listed herein, in connection with the performance of services hereunder unless authorized in advance in writing by County.

#### 5. **TERMS OF PAYMENT**

Payment shall be only for full, complete satisfactory performance of the services required to be provided herein and as set forth under Section "SCOPE OF SERVICES." Payment shall be made in the following manner:

Upon completion of the required services as set forth under Section "SCOPE OF SERVICES," Contractor shall submit an invoice **within 30 calendar days of each invoice period**, detailing the services it has provided and the amount owed under this Agreement. In addition to the invoice submitted by the Contractor for payment, Contractor must complete and submit to the County, Form W-9, "A Request for Taxpayer Identification Number and Certification", located at ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf) ). Both the invoice and W-9 form shall be forwarded to the COUNTY at the COUNTY address shown under Section "NOTICES" of this Agreement, **not later than thirty (30) calendar days after completion and acceptance by the County of all tasks identified on the invoice.** Upon approval by County, the fee due hereunder shall be paid to Contractor within thirty (30) days following receipt of a complete and correct invoice.

Each invoice or approved alternate documentation must:

A. Detail by task the service performed by Contractor.

- B. Detail the labor cost (number of hours) attributed to each task.
- C. Show the cumulative cost for all tasks performed to date.
- D. Provide any additional information and data requested by County as deemed necessary by County to properly evaluate or process Contractors claim.

In no event shall County be liable for the payment of any invoice not submitted within thirty (30) calendar days following termination of the Agreement.

**6. NO PAYMENT FOR SERVICE PROVIDED FOLLOWING EXPIRATION / TERMINATION OF AGREEMENT**

Contractor shall have no claim against County for payment of any kind whatsoever for any services provided by Contractor which were provided after the expiration or termination of this Agreement.

**7. NOTICES**

All notices, requests, demands or other communications under this Agreement shall be in writing. Notice shall be sufficiently given for all purposes as follows:

- A. Personal Delivery. When personally delivered to the recipient, notice is effective upon delivery.
- B. First Class Mail. When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.
- C. Certified Mail. When mailed by certified mail, return receipt requested, notice is effective upon receipt, if delivery is confirmed by a return receipt.
- D. Overnight Delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.
- E. Facsimile Transmission. When sent by fax to the last fax number of the recipient known to the party giving notice, notice is effective upon receipt, provided that: a) a duplicate copy of the notice is promptly given by first class mail or certified mail or by overnight delivery, or b) the receiving party delivers a written confirmation of receipt. Any notice given by fax shall be deemed received on the next business day if received after 5:00 P.M. (recipient's time) or on a non-business day.

Any correctly addressed notice that is refused, unclaimed or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that the notice was refused, unclaimed or deemed undeliverable by the postal authorities,

messengers or overnight delivery service.

Information for notice to the parties to this Agreement at the time of endorsement of this Agreement is as follows:

County of Merced c/o

Contractor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**8. CONDITION SUBSEQUENT/NON-APPROPRIATION OF FUNDING**

The compensation paid to CONTRACTOR pursuant to this Agreement is based on COUNTY'S continued appropriation of funding for the purpose of this Agreement, as well as the receipt of local, county, state and/or federal funding for this purpose. The parties acknowledge that the nature of government finance is unpredictable, and that the rights and obligations set forth in this Agreement are therefore contingent upon the receipt and/or appropriation of the necessary funds. In the event that funding is terminated, in whole or in part, for any reason, at any time, this Agreement and all obligations of the COUNTY arising from this Agreement shall be immediately discharged. COUNTY agrees to inform CONTRACTOR no later than ten (10) calendar days after the COUNTY determines, in its sole judgment, that funding will be terminated and the final date for which funding will be available. Under these circumstances, all billing or other claims for compensation or reimbursement by CONTRACTOR arising out of performance of this Agreement must be submitted to COUNTY prior to the final date for which funding is available. In the alternative, COUNTY and CONTRACTOR may agree, in such circumstance, to a suspension or modification of either party's rights and obligations under this Agreement. Such a modification, if the parties agree thereto, may permit a restoration of previous Agreement terms in the event funding is reinstated. Also in the alternative, the COUNTY may, if funding is provided to the COUNTY in the form of promises to pay at a later date, whether referred to as "government warrants," "IOUs," or by any other name, the COUNTY may, in its sole discretion, provide similar promises to pay to the CONTRACTOR, which the CONTRACTOR hereby agrees to accept as sufficient payment until cash funding becomes available.

**9. TERMINATION FOR CONVENIENCE**

This Agreement, notwithstanding anything to the contrary herein above or hereinafter set forth, may be terminated by County at any time without cause or legal excuse by providing the other party with thirty (30) calendar days written notice of such termination.

Upon effective date of termination, County shall have no further liability to Contractor

except for payment for actual services incurred during the performance hereunder. Such liability is limited to the time specified in said notice and for services not previously reimbursed by County. Such liability is further limited to the extent such costs are actual, necessary, reasonable, and verifiable costs and have been incurred by Contractor prior to, and in connection with, discontinuing the work hereunder.

**10. TERMINATION FOR CAUSE**

The County may terminate this Agreement and be relieved of making any payments to Contractor, and all duties to Contractor should the Contractor fail to perform any material duty or obligation of the Agreement. Notice shall be given as otherwise provided herein. In the event of such termination the County may proceed with the work in any manner deemed proper by the County. All costs to the County shall be deducted from any sum otherwise due the Contractor and the balance, if any, shall be paid to the Contractor upon demand. In the event the Contractor is unable to complete the project on time, cannot abide by the implementation schedule, goes out of business or declares bankruptcy, the County shall be entitled to terminate the contract and charge Contractor for the cost of finishing the remaining tasks set forth in the Contract. Such remedy is in addition to such other remedies as may be available to the County provided by law.

**11. MODIFICATION OF THE AGREEMENT**

Notwithstanding any of the provisions of this Agreement, the parties may agree to amend this Agreement. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. No oral understanding or Agreement not incorporated herein shall be binding on any of the parties hereto.

**12. INSURANCE**

A. Prior to the commencement of work, and as a precondition to this Agreement, Contractor shall purchase and maintain the following types of insurance for the stated minimum limits indicated during the term of this Agreement. Contractor shall provide a certificate of insurance and endorsements naming County as an additional insured on each policy. The insurance carrier shall be required to give County notice of termination at least 10 days prior to the intended termination of any specified policy. Each certificate of insurance shall specify if Contractor has a SIR, and if so, Contractor shall be required to provide the entire policy of insurance with which it has a SIR and/or a deductible.

1. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 annual aggregate covering bodily injury, personal injury and property damage. The County and its officers, employees and agents shall be endorsed to above policies as additional insured, using ISO form CG2026 or an alternate form that is at least as broad as form CG2026, as to any liability arising from the performance of this Agreement.

2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage, or alternatively split limits of \$500,000 per person and \$1,000,000 per accident for bodily injury with \$250,000 per accident for property damage.
3. Workers Compensation: Statutory coverage, if and as required according to the California Labor Code, including Employers' Liability limits of \$1,000,000 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the County.
4. If the successful bidder elects to deliver products to the County using a common carrier that is not related to the bidders business entity. The bidder may request waiver of the automobile and workers compensation insurance requirements.
5. Professional Liability: \$1,000,000 limit per occurrence and \$5,000,000 annual aggregate limit covering Contractors wrongful acts, errors and omissions. **\*\*when applicable**

**B. Insurance Conditions**

1. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A: VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County's Risk Manager.
2. Each of the above required policies shall be endorsed to provide County with 30 days prior written notice of cancellation. County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of Contractor to furnish insurance during the term of this Agreement.

**13. INDEMNIFICATION**

Contractor has the contracted duty (hereinafter "the duty") to indemnify, defend and hold harmless, COUNTY, its Board of Supervisors, officers, employees, agents and assigns from and against any and all claims, demands, liability, judgments, awards, interest, attorney's fees, costs, experts' fees and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this Agreement, whether in tort, Agreement or otherwise. This duty shall include, but not be limited to, claims for bodily injury, property damage, personal injury, and Contractual damages or otherwise alleged to be caused to any person or entity including, but not limited to employees, agents and officers of Contractor.

Contractor's liability for indemnity under this Agreement shall apply, regardless of fault, to any acts or omissions, willful misconduct or negligent conduct of any kind, on the part

of the Contractor, its agents, sub-Contractors and employees. The duty shall extend to any allegation or claim of liability except in circumstances found by a jury or judge to be the sole and legal result of the willful misconduct of County. This duty shall arise at the first claim or allegation of liability against County. Contractor will on request and at its expense defend any action suit or proceeding arising hereunder. This clause for indemnification shall be interpreted to the broadest extent permitted by law.

**14. PATENT INDEMNITY**

The awarded Bidder shall hold the County, its officers, agents, and employees, harmless from liability of any nature in kind, including costs and expenses, from infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with this proposal. The Bidder may also be required to furnish a bond or other indemnification to the County against any and all loss, damage, costs, expenses, claims, and liability for patent or copyright infringement.

**15. INDEPENDENT CONTRACTOR**

It is mutually understood and agreed that Contractor is an independent Contractor in the performance of the work duties and obligations devolving upon Contractor under this Agreement. County shall neither have, nor exercise any control or direction over the methods by which Contractor shall perform the assigned work and functions. The Contractual interest of County is to assure that the services covered by this Agreement shall be performed and rendered in a competent, efficient and satisfactory manner.

It is agreed that no employer-employee relationship is created and Contractor shall hold County harmless and be solely responsible for withholding, reporting and payment of any federal, state or local taxes; any contributions or premiums imposed or required by workers' compensation; any unemployment insurance; any social security income tax; and any other obligations from statutes or codes applying to Contractor, or its sub-Contractors and employees, if any.

It is mutually agreed and understood that Contractor, its sub-Contractors and employees, if any, shall have no claim under this Agreement or otherwise against the County for vacation pay, sick leave, retirement or social security benefits, occupational or non-occupational injury, disability or illness, or loss of life or income, by whatever cause.

Contractor shall insure that all its personnel and employees, sub-Contractors and their employees, and any other individuals used to perform the Contracted services are aware and expressly agree that County is not responsible for any benefits, coverage or payment for their efforts.

**16. RECORDS, INFORMATION AND REPORTS**

Contractor shall maintain full and accurate records with respect to all matters covered under



this Agreement. To the extent permitted by law, County shall have free access at all proper times or until the expiration of four (4) years after the furnishing of services to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all data, documents, proceedings, and activities pertaining to this Agreement.

To the extent permitted by law, Contractor shall furnish County such periodic reports as County may request pertaining to the work or services undertaken pursuant to this Agreement. The costs and obligations incurred or to be incurred in connection therewith shall be borne by the Contractor.

**17. OWNERSHIP OF DOCUMENTS**

To the extent permitted by law, all technical data, evaluations, plans, specifications, reports, documents, or other work products developed by Contractor hereunder are the exclusive property of County and upon request of County shall be delivered to County upon completion of the services authorized hereunder. In the event of termination, all finished or unfinished documents and other materials, if any, at the option of County, and to the extent permitted by law, shall become the property of the County. Contractor may retain copies thereof for its files and internal use.

Any publication of information directly derived from work performed or data obtained in connection with services rendered under this Agreement must be first approved by County.

**18. QUALITY OF SERVICE**

Contractor shall perform its services with care, skill, and diligence, in accordance with the applicable professional standards currently recognized by such profession, and shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all reports, designs, drawings, plans, information, specifications, and/or other items and services furnished under this Agreement.

Contractor shall, without additional compensation, correct or revise any errors or deficiencies immediately upon discovery in its reports, drawings, specifications, designs, and/or other related items or services.

**19. PERSONAL SATISFACTION AS A CONDITION PRECEDENT**

The obligations of County as provided in this Agreement are expressly conditioned upon Contractor's compliance with the provisions of this Agreement to the personal satisfaction of the County. County shall determine compliance in good faith as a reasonable person would under the circumstances.

**20. PUBLIC AGENCY PARTICIPATION**

Any public agency, i.e., city, district, public authority, public agency, municipality and other political subdivision or a public corporation of California (hereinafter referred to as

Public Agency) located in the State of California shall have the option of participating in this agreement at the same prices and terms and conditions. The County is not an agent, partner, or representative of the Public Agency, and is not obligated or liable for any financial responsibility in connection with purchase orders issued by any Public Agency. The Public Agency shall accept sole responsibility for placing orders or payments to the successful Bidder.

**21. ENTIRE AGREEMENT**

This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

**22. COUNTY NOT OBLIGATED TO THIRD PARTIES**

County shall not be obligated or liable hereunder to any party other than Contractor.

**23. LAWS, LICENSES, PERMITS AND REGULATIONS**

Contractor and County agree to comply with all State laws and regulations that pertain to construction, health and safety, labor, minimum wage, fair employment practice, equal opportunity, and all other matters applicable to Contractor and County, their sub-grantees, Contractors, or sub-Contractor, and their work.

Contractor shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Merced and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.

**24. LIMITED AFFECT OF WAIVER OR PAYMENT**

In no event shall the making, by County, of any payment to Contractor constitute, or be construed as, a waiver by County of any breach of covenant, or any default which may then exist, on the part of Contractor. The making of any such payment by County while any such breach or default shall exist, shall not be construed as acceptance of substandard or careless work or as relieving Contractor from its full responsibility under this Agreement.

No waiver by either party of any default, breach or condition precedent shall be valid unless made in writing and signed by the parties hereto. No oral waiver of any default, breach or condition precedent shall be binding on any of the parties hereto. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder.

**25. PERSONNEL**

Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. All of the services required hereunder will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.

**26. SUB-CONTRACTS - ASSIGNMENT**

Contractor shall not sub-contract or assign this Agreement, or any part thereof, or interest therein, directly or indirectly, voluntarily or involuntarily, to any person without obtaining the prior written consent by County. Contractor remains legally responsible for the performance of all Agreement terms including work performed by third parties under sub-contracts. Any sub-contracting will be subject to all applicable provisions of this Agreement. Contractor shall be held responsible by County for the performance of any sub-contractor whether approved by County or not.

**27. APPLICABLE LAW; VENUE**

All parties agree that this Agreement and all documents issued or executed pursuant to this Agreement as well as the rights and obligations of the parties hereunder are subject to and governed by the laws of the State of California in all respects as to interpretation, construction, operation, effect and performance. No interpretation of any provision of this Agreement shall be binding upon County unless agreed in writing by County and counsel for County.

Notwithstanding any other provision of this Agreement, any disputes concerning any question of fact or law arising under this Agreement or any litigation or arbitration arising out of this Agreement, shall be tried in Merced County, unless the parties agree otherwise or are otherwise required by law.

**28. BREACH OF AGREEMENT**

Upon breach of this Agreement by Contractor, County shall have all remedies available to it both in equity and/or at law.

**29. REMEDY FOR BREACH AND RIGHT TO CURE**

Notwithstanding anything else in this Agreement to the contrary, if Contractor fails to perform any obligation of this Agreement, the County may itself perform, or cause the performance of, such agreement or obligation. In that event, Contractor will, on demand, fully reimburse County for all such expenditures. Alternatively, County, at its option, may deduct from any funds owed to Contractor the amount necessary to cover any expenditures under this provision. This is in addition to any other remedies available to the County by law or as otherwise stated in this Agreement.

**30. SUCCESSORS IN INTEREST**

All the terms, covenant, and conditions of this Agreement shall be binding and in full force and effect upon any successors in interest and assigns of the parties hereto. This paragraph shall not be deemed as a waiver of any of the conditions against assignment set forth herein.

**31. CONFLICT OF INTEREST**

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. Contractor shall ensure that no conflict of interest exists between its officers, employees, or sub-Contractors, and the County. Contractor shall ensure that no County officer or employee in a position that enables them to influence this Agreement will have any direct or indirect financial interest resulting from this Agreement. Contractor shall ensure that no County employee shall have any relationship to the Contractor or officer or employee of the Contractor, nor that any such person will be employed by Contractor in the performance of this Agreement without immediate divulgence of such fact to the County.

**32. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES**

Contractor and any sub-Contractors shall comply with all applicable federal, state, and local Anti-discrimination laws, regulations, and ordinances and shall not unlawfully discriminate, deny family care leave, harass, or allow harassment against any employee, applicant for employment, employee or agent of County, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. Contractor shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of County employees and agents, and recipients of services are free from such discrimination and harassment.

Contractor represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code §§ 12900 et seq.), and ensure a workplace free of sexual harassment pursuant to Government Code 12950; and regulations and guidelines issued pursuant thereto.

Contractor agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable antidiscrimination laws and this provision.

Contractor shall include this nondiscrimination provision in all subAgreements related to this Agreement and when applicable give notice of these obligations to labor organizations with which they have Agreements.

**33. CAPTIONS**

The captions of each paragraph in this Agreement are inserted as a matter of convenience and reference only, and in no way define, limit, or describe the scope or intent of this Agreement or in any way affect it.

**34. SEVERABILITY**

If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable or invalid, in whole or in part, for any reason, the validity and enforceability of the remaining provisions, or portion of them, will not be affected. Compensation due to Contractor from the County may, however, be adjusted in proportion to the benefit received despite the removal of the effected provision.

**35. DUPLICATE COUNTERPARTS**

This Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Agreement shall be deemed executed when it has been signed by both parties.

**36. DEATH AND DISABILITY *\*\*when applicable***

It is understood and agreed that if this Agreement is entered into for the unique personal services of Contractor, in the event of his/her death, this Agreement is forthwith terminated. In the event Contractor is disabled permanently or for an extended period, County may, at its option, terminate this Agreement forthwith. Permanent or extended disability means that Contractor is unable to perform the services of this Agreement for such a period of time that it would cause a detriment to the County as determined by the reasonable judgment of the County.

County of Merced

*(Name of Individual/Company)*

By \_\_\_\_\_  
*(Name)*

By \_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title of Individual)*

\_\_\_\_\_  
*(Title of Individual)*

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

APPROVED AS TO LEGAL FORM  
MERCED COUNTY COUNSEL

By \_\_\_\_\_

\_\_\_\_\_  
Dated