

CITY OF THOUSAND OAKS

Request for Proposals/Qualifications

For

BUS SHELTER RECONDITIONING

Date of Issuance: **May 27, 2011**



**City of Thousand Oaks
Municipal Service Center
Public Works Department
1993 Rancho Conejo Blvd
Thousand Oaks, Ca 91320**

City of Thousand Oaks
NOTICE
REQUEST FOR PROPOSALS
BUS SHELTER RECONDITIONING

Notice is hereby given that sealed proposals will be received at the Municipal Service Center, until June 29, 2011 at 3:00 pm local time, for performing all work necessary:

Bus Shelter Reconditioning of City Bus Shelters, in accordance with the attached RFP.

Proposals shall be delivered and addressed to:

City of Thousand Oaks
Municipal Service Center
Chris Meske, Senior Purchasing Specialist
1993 Rancho Conejo Blvd.
Thousand Oaks, CA, 91320

Proposals shall be submitted in a sealed envelope and plainly marked on the outside of the envelope, BUS SHELTER RECONDITIONING, Chris Meske, Senior Purchasing Specialist and June 29, 2011 at 3:00 pm local time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals received after the scheduled Submittal Deadline will be returned unopened. Proposals postmarked prior to submittal deadline, but received after the deadline will be returned unopened.

Copies of the Proposal Package may be obtained by visiting the city's website. **Proposers are required to register with the City** prior to downloading bid documents from the website and **to be eligible to submit a proposal**. Registration information is used to notify proposers via e-mail of addenda to procurement actions. You may view summary information about solicitations but you must be registered at this site and logged in before you can download solicitation documents: <https://www.ebidexchange.com/toaks>. When registering please use Commodity Code # 915-110 or 933-025.

Proposals will not be opened publicly, and the City will endeavor to keep such confidential until a preferred service provider is recommended to the City Council. Proposals must bear original signatures and figures.

Linda D. Lawrence, City Clerk

Published: May 27, 2011

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BUS SHELTER RECONDITIONING
Section A
BACKGROUND INFORMATION/PURPOSE

The City of Thousand Oaks is located in eastern Ventura County and consists of 56 square miles. The City population is approximately 127,000. The City is a general law city operating under the Council/Manager form of government. The City Council is comprised of five members elected at large for overlapping terms, with one member serving as Mayor on an annual basis.

Public transportation is an essential service provided by the City of Thousand Oaks to its residents. Fixed route bus service is a key component of the service.

The City has 42 bus shelter locations placed throughout the City. It is important that these shelters be in good repair.

The purpose of this RFP is to select a contractor that can provide the best possible service at a low cost to the City.

BUS SHELTER RECONDITIONING

Section A

SCOPE OF WORK

Thousand Oaks is seeking professional services for the reconditioning of at least twelve (12) of the City's forty-two (42) bus shelters throughout the City of Thousand Oaks. Bus Shelter locations are listed in Attachment A. City has two methods that are proposed for the reconditioning: Powder Coating or Galvanized-Plus-Paint. Proposer is to select one or provide the cost for both; with explanation of which method would be the best solution for the City.

LIMITATIONS

1. Individual shelters may not be out of service more than ten (10) consecutive days.
2. City design color is 6005 Moss Green.
3. Not all shelters are alike. A visit to each site is required to determine how sites are to be reconditioned.
4. Not all shelters and benches are in need of reconditioning. Staff anticipates a minimum of twelve (12) sites that are in need of reconditioning. Proposer shall submit a report on each shelter that will need to be refurbished and rate each one, on a scale from best to worst, in order to determine which shelters are in the most need of repair.
5. Only shelters manufactured by LNI (see Attachment A) are to be considered for refurbishment at this time (Item#37 on Attachment A will be considered as well).

POWDER COATING

All Bus Shelters shall have an application of triple-layer powder coating (6005 Moss Green) onto all materials in the foot print of the bus shelter. This includes, but is not limited to: metal bench, posts, entire shelter structure, etc. This coating shall be in accordance with NACE International (The National Association of Corrosion Engineers) and SSPC (Society for Protective Coatings) and inspected by a person licensed by NACE and SSPC. Work shall include all necessary material, labor and incidentals to complete this job. It is up to the proposer to decide how the shelters will be powder coated and provide a timeline for each site completion. Work to include the closure of any site, removal, assembly or containment of materials at each site and the necessary reopening of any sites. Proposer shall include a comprehensive list of each site which lists items to be powder coated, beyond repair or no need to powder coat.

The following are the minimum guidelines that the City proposes. Proposers are responsible to list their appropriate application, as detailed and defined as outlined below.

PREPARATION

- A. Contractor shall inspect and clean all metal to SSPC-SP-1 to remove all oil and loosely adhering dirt. Metal shall be checked for possible chloride contamination using IAW SSPC-TU4 methods. If chloride level is above 2 milligrams/m², it shall be cleaned to remove all chlorides or to bring it below 2 milligrams/m². (Ref. NACE RPOW-04)
- B. All steel to be coated shall be cleaned by grit blasting to a near-white metal finish in accordance with NACE #2/SSPC-SP10. Abrasives used shall be checked for chlorides. A minimum of one test per 8-hour shift is required. The concentration shall be below 20ppm and the test documented and recorded. Abrasive shall be 20 grit mineral media such as Bar-shot and the blast profile shall be a minimum of 2.0 mils and a maximum height of 4.5 mils. Anchor profile shall be measured by Press-O-Film replication method, x-course grade tape and anvil. One Press-O-Film tape is to be taken for each hour of blasting and documentation is required. The steel shall be coated within 8 hours of blasting. It must be free of grit, soils, media, and no metal shall be allowed to flash-rust before coating.
- C. When hanging/racking steel prior to heating, every effort shall be taken to suspend the steel in a manner that leaves no hook or hanging marks. Hook marks create flaws and are not acceptable to the coating inspector.

APPLICATION OF TRIPLE COAT SYSTEM

- A. Steel that has been blast cleaned, inspected, and approved, shall be pre-heated to 350 degrees F. Calculate metal mass to determine proper dwell time for pre-heat.
- B. After steel has been properly pre-heated to 350 degrees F., apply 2.5 to 4 mils of H.B. Fuller, Zinc-rich Epoxy (IF-5616M).
- C. Immediately re-heat part to 300 degrees F., and apply 2 to 4 mils T.G.I.C polyester powder coating of color choice, and post-cure parts at 425 degrees F., again figuring mass to determine final dwell time for complete cure.
- D. Coating measurements shall be taken and recorded with QuaNix 7500 with memory, or a similar instrument. These measurements are to be downloaded into contractor's computer to provide secure reading which cannot be modified. These print-outs become part of the testing process and the property of the City.
- E. A certified coating inspector will be "on call" and may inspect the powder coating process at any time. When the inspector visits the applicator, the applicator will provide full access to all records and test procedures, as well as assistance to the inspector in these inspections. All coatings will be inspected prior to shipment to the construction site; 2 working days will be required for these inspections.

- F. Repairs: Minor repairs may be done by qualified personnel in the field. Minor repairs are areas less than 2% of the total coating area. All major re-work must be done at the powder coating facility and be pre-approved by the City Project Manager in writing.

HANDLING

- A. The powder coating shall have sufficient time to cool prior to handling. Nylon straps and furniture pads will be used to protect the finished products.
- B. Contractor is responsible for the entire project until it is signed and accepted by the City Project Manager at the job site.

GALVANIZE-PLUS-PAINT

All Galvanize-Plus-Paint applications will conform to the American Society for Testing and Material (ASTM) specifications. Please see the heading ASTM for further information. The galvanizing bath shall contain special high grade zinc, nickel and other earthly materials.

PREPARATION

- A. All steel to be galvanized, pipe and other hollow materials must be thoroughly cleaned before the molten zinc will alloy with the steel to produce the galvanized coating.
1. Any "mill coating" (varnish, lacquer, and similar materials) applied by the manufacturer must be removed and blasting may be required.
 2. Welding "soot" must be removed by blasting or other mechanical means.

APPLICATION OF HOT-DIP GALVANIZING

- A. Submit galvanizer's product literature for coatings specified in this Section indicating type of product and performance criteria.
- B. Submit two 3 inch by 6 inch samples of factory-applied coatings and colors proposed for use for approval prior to coating application.
- C. Submit notarized Certificate of Compliance with application for payment for galvanizing, signed by the galvanizer, indicating compliance with requirements of specifications. Include scope of services provided, and quantity and itemized description of items processed.
1. Include galvanizer's certification that shop applied primer is completely compatible with field-applied topcoats, as needed.

D. The galvanizer shall mark all lots of material with a clearly visible tag indicating the name of the galvanizer, the type and weight of the coating, and the applicable ASTM Specification Numbers.

E. Coatings must meet or exceed the following performance criteria:

1. ABRASION RESISTANCE - Method: ASTM D 4060 (CS17 Wheel, 1,000 grams load).1kg load.
2. Result: 200 mg loss
3. ADHESION - Method: ASTM D4541 Result: 1050 psi
4. CORROSION WEATHERING: Method: ASTM D5894, 13 cycles, 4,368 hours
5. Result: Rating 10 per ASTM D714 for blistering; Rating: 7 per ASTM D610 for rusting
6. DIRECT IMPACT RESISTANCE: Method: ASTM D2794 Result: 160 in. lbs.
7. FLEXIBILITY: Method: ASTM D522, 180° bend, 1" mandrel Result: Passes
8. PENCIL HARDNESS: Method: ASTM D3363 Result: 3H
9. MOISTURE CONDENSATION RESISTANCE: Method: ASTM D4585, 100° F,2000 hours
- 10.Result: Passes, no cracking or delamination
- 11.DRY HEAT RESISTANCE: Method: ASTM D2485 Result: 250° F

VENTING

- A. It is mandatory that tubular fabrications and hollow structurals be properly vented.
- B. Base plates and end plates must be designed to facilitate venting and draining.

PAINTING

- A. Galvanized steel shall not contain any post galvanizing treatments that will affect paint adhesion.
- B. City design color is 6005 Moss Green.

REPAIR

- A. Any damage from shipping and/or handling must be repaired by the contractor, by an approved method of the American Society for Testing and Material (ASTM) Recommended Practice A780 "Repair of Damaged Hot Dip Galvanizing Coatings" that covers acceptable methods of reconditioning the damaged areas.

ASTM

The following specifications shall be adhered to for this project:

1. A143 Recommended Practice for Safeguarding Against Embrittlement of Hot Dip Galvanized Structural Steel Products and Procedure for Detecting Embrittlement
2. A153 Zinc Coating (Hot Dip) on Iron and Steel Hardware
3. A90 Test Methods for Weight of Coatings on Zinc Coated (Galvanized) Iron or Steel Articles
4. A123 Zinc (Hot Dip Galvanized) Coatings on Iron and Steel Products
5. A325 High-Strength Bolts for Structural Steel joints, including Suitable Nuts and Plain Hardened Washers
6. A384 Recommended Practice for Safeguarding Against Warpage and Distortion During Hot Dip Galvanizing of Steel Assemblies
7. A385 Recommended Practice for Providing High Quality Zinc Coatings (Hot Dip) on Assembled Products
8. A394 Galvanized Steel Transmission Tower Bolts and Nuts
9. A780 Practice for Repair of Damaged Hot-Dip Galvanized Coatings
10. B6 Zinc Metals (Slab Zinc)
11. E376 Recommended Practice for Measuring Coating Thickness by Magnetic-Field or Eddy-Current (Electromagnetic) Test Methods

EXTRA SERVICES

Must be approved in writing by City Project Manager prior to any work being done.

HOURS OF WORK FOR REMOVAL AND RE-INSTALLATION

All work on site shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Saturday and Sunday. No emergency or holiday work shall be permitted unless authorized by City Project Manager.

IDENTIFICATION OF SERVICE PROVIDER/SUBCONTRACTOR

The contractor shall provide each of its employees a form of identification including a uniform and badge clearly identifying that each employee is part of the current project at hand.

TRAFFIC AND SAFETY REQUIREMENTS

All traffic controls shall be in accordance with the Manual of Traffic Controls for Construction and Maintenance Work Zones, published by State of California, Department of Transportation (Caltrans), and 1996 edition. All traffic control devices, safety lights, and flagmen shall be provided by the Contractor. Prior to the partial or complete closing of any lanes, streets or intersections, the Contractor shall get approval from the Project Manager. Contractor shall adhere to all Cal/OSHA safety requirements and guidelines to include but not limited to appropriate entry to confined spaces.

DISRUPTION OF SERVICES

Contractor shall advise City Project Manager prior to any disruption of City supplied services to extent feasible.

STORMWATER QUALITY

All work shall be undertaken in accordance with conditions and requirements of the Ventura Countywide Stormwater Quality Management Program, National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004002. Contractor shall employ NPDES best management practices. At all times work shall proceed using due diligence to safeguard against the disposition of sediment, debris, concrete sawcut effluent, and other polluting matter into the street, storm drain and/or associated drainage conveyances. The storm drain system shall not be used for the disposal of any wastes including, but not limited to, wastewaters associated with the cleaning and/or rinsing of equipment, streets or walkways (MC 7-8.302).

BUS SHELTER RECONDITIONING
Section B
INSTRUCTION TO PROPOSERS

PROPOSAL REQUIREMENTS

Each individual or firm (Proposer) submitting a proposal shall meet all of the terms and conditions specified in this Request for Proposal/Qualifications (RFP/Q). By its proposal submittal, the Proposer acknowledges agreement with the acceptance of all provisions of the RFP/Q.

Each proposal must contain the following:

- A. Introduction and Cover Letter – Provide a cover letter describing your interest in this RFP/Q.

1. Provide the name, address, phone number, fax number, and email address of the contact person.
2. If your firm is subcontracting portions of this work, please indicate firms with which you will be partnering along with the name, address, phone number, fax number, and email address of the contact person. Indicate tasks that will be subcontracted and how the subcontract work will be managed and checked for quality control.

- B. Explanation of how Proposer will perform the work.

Proposer must describe in detail how requirements of this RFP/Q will be met, and may provide additional related information with the proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Scope of Work, and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP/Q instructions and responding to the RFP/Q requirements.

If a complete response cannot be provided without referencing supporting documentation, Proposer must provide such documentation with the proposal indicating where the supplemental information can be found.

Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this RFP/Q, may be rejected.

- C. Tentative schedule by site and tasks to be completed.
- D. Estimated hours for Proposer staff in performing each site of the work, including sub-consultants.
- E. Services and data to be provided by City of Thousand Oaks.
- F. Proposer Qualifications.
- G. Proposer's Background.

Each Proposer shall be skilled and regularly engaged in the general class or type of work called for in this RFP/Q. The Proposer's experience shall be set forth and submitted, as follows:

- 1. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
- 2. Location of company offices.
- 3. Location of the officer servicing any California accounts.
- 4. Number of employees both locally and nationally.
- 5. Locations from which employees will be assigned.
- 6. Name, address, email address, and telephone number of the Proposer's point of contact for this project.
- 7. Company background/history and why Proposer is qualified to provide the services described in this RFP/Q.
- 8. Length of time Proposer has been providing services described in this RFP/Q. Please provide a brief description.
- 9. Proposer's Dun and Bradstreet number.
- 10. Resumes for key staff to be responsible for performance of any contract resulting from this RFP/Q.
- 11. Proposer's bank of record.

- H. Negative History.

Proposer must include in his/her proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable within the last 5 years.

If there is no information to disclose then, Proposer must affirmatively state there is no negative history.

Failure to comply with the terms of this provision will disqualify any proposal. The City reserves the right to reject any proposal based upon the Proposer's prior history with the City or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or

contentious demeanor, significant failures to meet contract milestones or other contractual failures.

I. Client References.

A minimum of three references from similar projects performed (references from local government clients are preferred) within the last three (3) years must be provided. Information provided shall include:

1. Client name, client Project Manager, address, telephone number, and email address. If client is not a local government, please indicate the type of business.
2. Type of service provided to client.
3. Project description.
4. Project dates (starting and ending).
5. Staff assigned to that project.
6. Discuss final outcome.

J. Compensation.

Proposal must list Maximum Payment in a not to exceed amount, as well as providing a breakdown of cost to complete the work including, but not limited to, hourly rates per piece, reimbursables and maximum anticipated cost.

K. Any other information which would assist City in making this contract award decision.

L. Documents To Be Returned With Proposal. Failure to completely execute and submit the required documents before the Submittal Deadline may render a proposal non-responsive. See Section D of RFP.

Exception services for private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Procedures must assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the public agencies.

Standard Terms Applicable to All Proposals

Acceptance Period. Unless otherwise specified herein, proposals are firm for a period of one hundred and twenty (120) days. Timeframe may be longer depending on your needs.

Addenda Acknowledgment. Each proposal shall include specific acknowledgment of receipt of all addenda issued during the solicitation period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

Authorized Signatures. Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a Proposer shall provide a current power of attorney certifying the agent's authority to bind the Proposer. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the City, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

Proposal Retention. City reserves the right to retain all proposals for a period of one hundred and twenty (120) days for examination and comparison.

Business Tax. The selected Proposer must have a valid City of Thousand Oaks Business Tax Certificate prior to execution of the contract. Additional information regarding the City's Business Tax program may be obtained by calling (805) 449-2201.

Cancellation Of Solicitation. The City of Thousand Oaks may cancel this solicitation at any time.

Compliance With Laws. All proposals shall comply with current federal, state, and other laws relative thereto.

Cost Of Proposal. The City is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP/Q, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City.

Conflict Of Interest. Proposer covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor certifies that to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of City of Thousand Oaks.

Definition Of Terms. For the purposes of this RFP/Q, the following definitions apply:

- a. **City of Thousand Oaks and City.** City of Thousand Oaks and City are used interchangeably and are synonymous with one another.
- b. **Contractor.** Same as Successful Proposer.
- c. **Review Committee.** An independent committee established by the City to review, evaluate, and score the proposals, and to recommend award of the proposal determined by the committee to be in the best interest of the City.
- d. **May/Should.** Indicates something that is not mandatory. Failure to do what "may" or "should" be done will not result in rejection of your proposal.
- e. **Must/Shall.** Indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement may be deemed non-responsive and not be considered for award.
- f. **Proposer.** The person or firm making the offer.
- g. **Proposal.** The offer presented by the Proposer.
- h. **RFP/Q.** Acronym for Request For Proposals / Request for Qualifications.
- i. **Submittal Deadline.** The date and time on or before all proposals must be submitted.
- j. **Successful Proposer.** The person, contractor, or firm to whom the award is made.

Disqualification Of Proposer. If there is reason to believe that collusion exists among the Proposers, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. A person, firm, or corporation who has submitted a sub-Proposal to a Proposer, or who has quoted prices on materials to a Proposer, is not thereby disqualified from submitting a sub-Proposal or quoting prices to other Proposers. Reasonable ground for believing that any Proposer is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a Proposer is interested. If there is reason to believe that collusion exists among the Proposers, the City of Thousand Oaks may refuse to consider Proposals from participants in such collusion. Proposers shall submit as part of their Proposal documents the completed Non-Collusion Affidavit provided herein.

Document Examination. It is the responsibility of the Proposer to carefully and thoroughly examine the documents contained in this RFP/Q. Proposer shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision or equipment necessary to perform the work as specified by this RFP/Q. The failure or neglect of the Proposer to examine the RFP/Q Documents shall in no way relieve him from any obligations with respect to this solicitation. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the Proposer has thoroughly examined and is familiar with the RFP/Q and the project. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

Documents To Be Returned With Proposal. Failure to completely execute and submit the required documents before Submittal Deadline may render a proposal non-responsive. The documents that must be returned by the Submittal deadline are listed on the form entitled "Proposal Documents to be Returned" and attached hereto.

Execution Of Agreement. The Successful Proposer will be required to execute an agreement in the form attached hereto in Section E of this RFP/Q and comply with all requirements of said Agreement. In case of failure of the Successful Proposer to execute and return the contract and all required documents within the time allowed, the City may, at its option, consider that the Proposer has abandoned the contract, in which case the Proposal Security Bond, if one was required, shall be forfeited by the Proposer and become the property of the City.

Proposal Deadline. Proposals shall be submitted in a sealed envelope and plainly marked on the outside of the envelope, BUS SHELTER RECONDITIONING, Chris Meske, Senior Purchasing Specialist, June 29, 2011 3:00 pm local time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals received after the scheduled Submittal Deadline will be returned unopened. Proposals postmarked prior to submittal deadline, but received after the deadline will be returned unopened. The City reserves the right to extend the Submittal Deadline when it is in the best interest of the City.

Proposal Modifications. Any Proposer who wishes to make modifications to a proposal already received by the City must withdraw his proposal in order to make the modifications. All modifications must be made in ink, properly initialed by Proposer's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Proposer to ensure that modified or withdrawn proposals are resubmitted before the Submittal Deadline.

Proposal Withdrawal. A Proposer may withdraw proposal, without prejudice prior to the time specified for the proposal opening, by submitting a written request to Mike Houser, Transportation Analyst to withdraw, in which event the proposal will be returned to the Proposer unopened.

Proprietary Information. The original copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the City, the City will notify the Proposer of the request and delay access to the material until seven working days after notification to the Proposer. Within that time delay, it will be the duty of the Proposer to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

Questions And Comments. Questions and comments regarding this solicitation must be submitted in writing, either by mail or facsimile to Mike Houser, Transportation Analyst (City of Thousand Oaks, Municipal Service Center, 1993 Rancho Conejo Blvd., Thousand Oaks, CA 91320, or faxed to (805) 498-4941 or e-mail to MHouser@toaks.org at least fifteen (15) days before the submittal deadline. Any response will be in a form of an addendum and will be sent as promptly as is practical to all parties registered with the City pursuant to the Registration Section set out below. All such addenda shall become a part of the RFP/Q. Any prospective Proposer who obtained the RFP/Q from anyone other than the City is responsible for registering with the City to receive subsequent Addenda.

Registration. **Proposers are required to register with the City prior to downloading documents from the website and to be eligible to submit a proposal.** This information is used to notify Proposers via e-mail of addenda to procurement actions. You may view summary information about solicitations but you must be registered at this site and logged in before you can download solicitation documents:
<https://www.ebidexchange.com/toaks>.

Proposer when registering you must use the following commodity code: 915-110 or 933-025. Those needing assistance registering at the website may contact Allison Fochler Associate Analyst, (805) 449-2239; Fax: 805 449-2250; email: afochler@toaks.org.

Solicitations may be downloaded by vendors who have registered online at the City's Purchasing website; proposals may not be submitted online.

A Proposer who fails to register with the City as outlined above may be deemed non-responsive and not be considered for award.

Submittal. One (1) original and five (5) copies must be submitted on or before the Submittal Deadline. Proposers shall submit one (1) original proposal marked "ORIGINAL" and all required identical copies. If discrepancies are found between the copies, or between the original and copy or copies, the ORIGINAL will provide the basis for resolving such discrepancies. If no document can be identified as original bearing original signatures, Proposer's proposal may be rejected at the discretion of the City.

BUS SHELTER RECONDITIONING
Section C
PROPOSAL REVIEW PROCESS

PROPOSAL REVIEW AND AWARD SCHEDULE

The following is an outline of the anticipated schedule for proposal review and contract award:

Issued RFP/Q	05/27/11
Proposals Submittal Deadline	06/29/11
Complete proposal evaluation	07/22/11
Conduct finalist interviews	08/23/11
Contract Negotiations	08/30/11
City Council meeting	September 2011
Execute contract	September 2011
Begin work	October 2011
Complete work	March 2012

Proposal Opening/Rejection/Waiver

All proposals, irrespective of irregularities or informalities, will be opened at the time stipulated in the RFP/Q document. This is not a public opening. A tally of the names will be performed and may be released upon request. **No other information will be released.**

The City of Thousand Oaks reserves the right to postpone the Submittal Deadline and opening of proposals any time before the date and time announced in the Request For Proposals or subsequent addenda.

City also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations.

The City reserves the right to reject the Proposal of any Proposer who previously failed to perform adequately for the City or any other governmental agency. The City expressly reserves the right to reject the Proposal of any Proposer who is in default on the payment of taxes, licenses or other monies due the City of Thousand Oaks.

PROPOSAL REVIEW PROCESS AND AWARD OF CONTRACT

Proposals will be evaluated by a review committee of City staff using a two-stage selection process described below.

The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The City reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. The criteria, however, are not listed in any order of preference. Weight factors and evaluation scores will not be released. The City is not obligated to accept the lowest proposal, but will make an award in the best interests of the City after all factors have been evaluated.

Phase 1 – Written Proposal Review/Finalist Candidates Selection.

The City reserves the right to further negotiate the proposed work scope and/or method and amount of compensation.

A group of finalist candidates may be selected for follow-up interviews and presentations.

The Evaluation Criteria are as follows:

- a. Understanding of work required by City of Thousand Oaks.
- b. Proposed approach in completing the work.
- c. Quality, clarity and responsiveness of proposal.
- d. Qualifications and availability of key persons to be assigned to the contract resulting from this solicitation.
- e. Number of years of experience the Proposer has in this type of business and with accounts of this size.
- f. Demonstrated competence.
- g. Experience in performance of comparable work or delivery of comparable goods.
- h. Reasonableness of cost.
- i. Financial stability.
- j. Conformance with the terms of this RFP/Q.
- k. Price submittal.

The Review committee may also contact and evaluate the Proposer's and subcontractor's references; contact any Proposer to clarify any response; contact any current users of a Proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

Discussions may, at the City's sole option, be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written

revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

Phase 2 - Oral Presentations/Interviews and Consultant Selection

Finalist candidates will be invited to make a presentation to the Review Committee and answer questions about their proposal. The purpose of this second phase is two-fold: to present the project and to clarify and resolve any outstanding questions or issues about the proposal.

The City reserves the right to further negotiate the proposed work scope and/or method and amount of compensation.

Contract award will be based on a combination of factors that represent the best overall value for completing the work as determined by City, including: the written proposal criteria described above; results of background and reference checks; results from the interviews and presentation phase; and proposed compensation.

A Notification of Intent to Award may be sent to any Proposer selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City in its sole discretion may negotiate a contract with another Proposer or withdraw the RFP/Q.

BUS SHELTER RECONDITIONING
Section D
REQUIRED FORMS

PROPOSAL FORMS TO BE RETURNED

The following forms are included with the RFP and must be submitted with the proposal document on or before the Submittal Deadline.

- A. Non-Collusion Affidavit
- B. Proposal/Schedule Form

Failures to complete, sign, and return the above proposal forms with your proposal may render it non-responsive.

**NON-COLLUSION AFFIDAVIT FORM
BUS SHELTER RECONDITIONING
TO BE EXECUTED BY PROPOSER AND
SUBMITTED WITH PROPOSAL**

I, _____, hereby declare as follows:

I am _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer Signature _____

By Name _____

Title _____

Organization _____

Address _____

**LABOR OR SERVICES
PROPOSAL / SCHEDULE FORM
BUS SHELTER RECONDITIONING**

To: City of Thousand Oaks
Municipal Service Center
Public Works Department
1993 Rancho Conejo Blvd.
Thousand Oaks, CA 91320

From: _____
Name of Proposer

Mailing Address

City, State & Zip

CONTRACTOR'S PROPOSAL

The undersigned Proposer agrees that he will contract with the City of Thousand Oaks to provide all necessary labor, supervision, machinery, tools, apparatus and other means to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take in full payment the amount set forth hereon.

Proposal No. **(proposal number)** for ***BUS SHELTER RECONDITIONING***, in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this contract:

- Notice of Request For Proposals
- Detailed Specifications or Scope of Work
- Instructions To Proposer
- Terms and Conditions
- Special Provisions For Services
- Additional Terms and Conditions
- Drawings
- Addenda
- Non-Collusion Affidavit
- Proposal/Schedule Form

PROPOSAL / SCHEDULE FORM – Continued

- Proposer's Guaranty
- Proposer's Statement Regarding Insurance Coverage
- Worker's Compensation Insurance Certificate
- Subcontractors List

Proposer acknowledges receipt of Addenda Number(s) _____, _____, _____, and _____.

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The City of Thousand Oaks reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary, and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

Description of Work	Qty	Unit	Total
Powder Coating for each Shelter	12	\$ _____	\$ _____
Powder Coating for each Bench	12	\$ _____	\$ _____
Galvanized-Plus Paint each Shelter	12	\$ _____	\$ _____
Galvanized-Plus Paint each Bench	12	\$ _____	\$ _____
		Sub Total	\$ _____
		Tax (8.25%)	\$ _____
		Any Shipping/Handling	\$ _____
Total Labor Portion of Proposal (Written in Figures)			\$ _____
(Total Labor Portion of Proposal Written in Words) _____			

Amount Written in Words. Where there is a discrepancy between words and figures, WORDS WILL GOVERN. Where there is a discrepancy between item unit price and extended total, UNIT PRICE WILL GOVERN.

PROPOSAL / SCHEDULE FORM - Continued

Please check your calculations before submitting your Proposal; the City will not be responsible for Proposer's miscalculations.

Maximum Completion or Delivery Time: _____ Days from receipt of order or notice to proceed.

Subcontractor Information. Does this proposal include the use of subcontractors?

Yes _____ No _____ Initials _____

Company Name of Proposer

Mailing Address (PO Box or Street)

City, State, and Zip Code

Name of Authorized Representative

Signature

Title

Type of Business (Corp, Partnership, Sole Proprietorship)

Contact E-Mail address

Telephone Number

Facsimile Number

BUS SHELTER RECONDITIONING
Section E
FORM OF AGREEMENT

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF THOUSAND OAKS
AND
(CONTRACTOR NAME)**

THIS AGREEMENT is made and entered into this day day of Month, 20 , by and between the **CITY OF THOUSAND OAKS**, a municipal corporation (herein referred to as "City"), and , (herein referred to as "Contractor").

City and Contractor agree as follows:

1. RETENTION AS CONTRACTOR

City hereby retains Contractor, and Contractor hereby accepts such engagement, to perform the services described in Section 2. Contractor warrants it has the qualifications, experience, and facilities to properly and timely perform said services.

2. DESCRIPTION OF SERVICES

The services to be performed by Contractor are as follows:

Professional services in conjunction with . Services shall generally include , as more particularly set forth in the Scope of Work, attached as Exhibit "A," and incorporated herein. Contractor shall deliver to City the deliverables defined in Exhibit "A"

3. COMPENSATION AND PAYMENT

(a) Maximum and Rate. Except for authorized extra services (pursuant to Section 4), the total compensation payable to Contractor by City for the services under this Agreement **SHALL NOT EXCEED** the sum of \$ (herein "not to exceed amount"), and shall be earned as the work progresses on the following basis:

Hourly at the hourly rates and with reimbursement to Contractor for those expenses set forth in Contractor's Schedule of Fees marked Exhibit "B," attached and incorporated herein. The rates and expenses set forth in that exhibit shall be binding upon Contractor until , after which any change in said rates and expenses must be approved in writing by City's Project Manager (City is to be given 60 days notice of any rate increase request), provided the not to exceed amount is the total compensation due Contractor for all work described under this Agreement.

(b) **Payment.** Contractor shall provide City with written verification of the actual compensation earned, which written verification shall be in a form satisfactory to City's Project Manager. Invoices shall be made no more frequently than on a monthly basis, and describe the work performed (including a list of hours worked by personnel classification). All payments shall be made within 30 days after City's approval of the invoice.

(c) **Prevailing Wage.** The work described herein is a "public work," as defined in Labor Code [Section 1771](#). Thus obligating Contractor to pay prevailing wages under the Labor Code. Contractor agrees to indemnify, defend and hold City harmless from any claim that prevailing wages should have been paid pursuant to this Agreement, and shall be liable for the payment of the same and any penalties thereon.

4. EXTRA SERVICES

City shall pay Contractor for those City authorized extra services, not reasonably included within the services described in Section 2, such amounts as mutually agreed to in advance. Unless City and Contractor have agreed in writing before the performance of extra services, no liability and no right to claim compensation for such extra services or expenses shall exist. The applicable hourly rates for extra services shall be at the hourly rates set forth in the compensation exhibit.

5. CITY PROJECT MANAGER AND SERVICES BY CITY

The services to be performed by Contractor shall be accomplished under the general direction of, and coordinate with, City's "Project Manager", as that staff person is designated by City from time to time, and who presently is .

City shall perform the services defined in Exhibit "A" <or> as follows:

6. TERM, PROGRESS AND COMPLETION

The term of this Agreement is from the date first written above to _____, unless term of this Agreement is extended or the Agreement is terminated as provided for herein.

Contractor shall not commence work on the services to be performed until (i) Contractor furnishes proof of insurance as required by paragraph 10 below, and (ii) City gives written authorization to proceed with the work provided by City's Project Manager. All services shall be completed within _____ calendar days following the notice to proceed <or> according to the following schedule: .

7. OWNERSHIP OF DOCUMENTS

All drawings, designs, data, photographs, reports and other documentation (other than Contractor's drafts, notes and internal memorandum), including duplication of same prepared by Contractor in the performance of these services, are the property of City. City shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when requested by City. City agrees to hold Contractor harmless from all damages, claims, expenses, and losses arising out of any reuse of the plans and specifications for purposes other than those described in this Agreement, unless written authorization of Contractor is first obtained.

8. PERSONAL SERVICES/NO ASSIGNMENT/SUBCONTRACTOR

This Agreement is for professional services which are personal to City. is deemed to be specially experienced and is a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of this work. This key person shall communicate with, and periodically report to, City on the progress of the work. Should any such individual be removed from assisting in this contracted work for any reason, City may terminate this Agreement. The following portions of the work will be subcontracted out to other parties by Contractor:

This Agreement is not assignable by Contractor without City's prior consent in writing.

9. HOLD HARMLESS AND INDEMNITY

(a) Hold Harmless for Contractor's Damages. Contractor holds City, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on City property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement.

(b) Defense and Indemnity of Third Party Claims/Liability. Contractor shall investigate, defend, and indemnify City, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of copyright/patent/trademark, or professional errors and omissions arising out of, directly or indirectly, an error, negligence, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, subcontractors, or subcontractors, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, subcontractors, or subcontractors, in performing the services described in, or normally associated with, this type of contracted work. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and

also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

(c) No Waiver. City does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by City, or the deposit with City, of any insurance certificates or policies described in Section 10.

10. INSURANCE

Contractor shall, at Contractor's sole cost and expense and throughout the term of this Agreement and any extensions thereof, carry workers' compensation statutory benefits as required by law. Contractor shall also, at Contractor's sole cost and expense and throughout the term of this Agreement and any extensions thereof, carry: (1) as determined by City, Professional Errors and Omissions insurance in the amount of \$1,000,000, with tail coverage for an extended reporting period of 3 years; and (2) General Personal Injury/Property Damage Liability insurance and Automobile Liability insurance with liability limits of not less than \$1,000,000 each claimant, and \$1,000,000 each occurrence for the injury or death of a person or persons, and property damage (which policy may have an aggregate annual limit, but in an amount of no less than \$2,000,000).

All insurance policies shall be issued by a financially responsible company or companies authorized to do business in the State of California. Except under its Professional Errors and Omissions policy, City, its elected officials, officers and employees, shall be named as additional insured. Contractor shall provide City with copies of certificates (on City certificate form or an Accord form as modified per City direction) for all policies, with the appropriate named additional insured coverage and an endorsement that they are not subject to cancellation without 30 days prior written notice to City.

11. RELATION OF THE PARTIES

The relationship of the parties to this Agreement shall be that of independent contractors and that in no event shall Contractor be considered an officer, agent, servant or employee of City. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the described work.

12. CORRECTIONS

In addition to the above indemnification obligations, Contractor shall correct, at its expense, all errors in the work that may be disclosed during City's review of Contractor's report or plans. Should Contractor fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the cost thereof shall be charged to Contractor or withheld from any funds due to Contractor hereunder.

13. TERMINATION BY CITY

City, by notifying Contractor in writing, may upon _____ calendar days notice, terminate without cause any portion or all of the services agreed to be performed under this Agreement. If termination is for cause, no notice period need be given. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by City to Contractor within 30 days following submission of a final statement by Contractor unless termination is for cause. In such event, Contractor shall be compensated only to the extent required by law.

14. ACCEPTANCE OF FINAL PAYMENT CONSTITUTES RELEASE

The acceptance by Contractor of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, subcontractors, agents and contractors for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Contractor, its employees, subcontractors, agents and contractors.

15. AUDIT OF RECORDS

At any time during normal business hours and as often as it may deem necessary, Contractor shall make available to a representative of City for examination of all its records with respect to all matters covered by this Agreement and will permit City to audit, examine and/or reproduce such records. Contractor will retain such financial records, time sheets, work progress reports, invoices, bills and project records for at least two years after termination or final payment under this Agreement.

16. WAIVER; REMEDIES CUMULATIVE

Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand strict compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

17. CONFLICT OF INTEREST

Contractor is unaware of any City employee or official that has a financial interest in Contractor's business. During the term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer, encourage or accept any financial interest in Contractor's business by any City employee or official.

18. CONSTRUCTION OF LANGUAGE OF AGREEMENT

The provisions of this Agreement shall be construed as a whole according to its common meaning of purpose of providing a public benefit and not strictly for or against any party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders or vice versa.

19. MITIGATION OF DAMAGES

In all situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

20. GOVERNING LAW

This Agreement, and the rights and obligations of the parties, shall be governed and interpreted in accordance with the laws of the State of California. Should litigation occur, venue shall be in Superior Court of Ventura County.

21. NONDISCRIMINATION

Contractor shall comply with the federal Americans with Disability Act, Public Law 101-336, and observe the disability discrimination prohibitions of such laws in the performance of the work required under this Agreement.

22. TAXPAYER IDENTIFICATION NUMBER

Contractor shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W-9 (Rev. 12-87), as issued by the Internal Revenue Service.

23. NON-APPROPRIATION OF FUNDS

Payments due and payable to Contractor for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of City funds. In the event City has not appropriated sufficient funds for payment of Contractor services beyond the current fiscal year, this Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.

24. MODIFICATION OF AGREEMENT

The tasks described in this Agreement and all other terms of this Agreement may be modified only upon mutual written consent of City and Contractor.

25. USE OF THE TERM "CITY"

Reference to "City" in this Agreement includes City Manager or any authorized representative acting on behalf of City.

26. PERMITS AND LICENSES

Contractor, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

27. CAPTIONS

The captions or headings in this Agreement are for convenience only and in no other way define, limit or describe the scope or intent of any provision or section of the Agreement.

28. AUTHORIZATION

Each party has expressly authorized the execution of this Agreement on its behalf and bind said party and its respective administrators, officers, directors, shareholders, divisions, subsidiaries, agents, employees, successors, assigns, principals, partners, joint venturers, insurance carriers and any others who may claim through it to this Agreement.

29. ENTIRE AGREEMENT BETWEEN PARTIES

Except for Contractor's proposals and submitted representations for obtaining this Agreement, this Agreement supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services, and contains all of the covenants and agreements between the parties with respect to said services.

30. PARTIAL INVALIDITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

31. NOTICES

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY: Mike Houser, Transportation Analyst
 City of Thousand Oaks
 Municipal Service Center
 1993 Rancho Conejo Boulevard
 Thousand Oaks, CA 91320

TO CONTRACTOR:

In concurrence and witness whereof, this Agreement has been executed by the parties effective on the date and year first above written.

CITY OF THOUSAND OAKS

CONTRACTOR

Andy Fox, Mayor

By:
Title:

By:
Title:

ATTEST:

Linda D. Lawrence, City Clerk

APPROVED AS TO ADMINISTRATION:

Scott Mitnick, City Manager

APPROVED AS TO FORM

Amy Albano, City Attorney

ATTACHMENT A

Bus Shelter Locations

Stop#	Bus Stop Location		Manufacturer	Shelter	Bench
	Bus located on	Nearest Street			
1	Janss Rd	Park & Ride Lot	LNI	Y	Y
2	Agoura Rd	E of Westlake Bl (SE)	LNI	Y	Y
3	Brazil Street	E of Pennsfield (SE)	LNI	Y	Y
4	Lynn Road	E of Ventu Park (SE)	LNI	Y	Y
5	Ventu Park Rd	S of Lynn (MB)	LNI	Y	Y
6	McCloud Ave.	S of Oakleaf St (SW)	LNI	Y	Y
7	Moorpark Rd	N of Conejo Valley PL (NE)	LNI	Y	Y
8	Hillcrest Dr	W of Shady Oaks (SW)	LNI	Y	Y
9	Reino Rd	S of Lesser Dr (SE)	LNI	Y	Y
10	Olsen Rd	W of Mountclif Bl (SW)	LNI	Y	Y
11	Olsen Rd	W of Mountclif Bl (NW)	Tolar	Y	Y
12	Borchard Rd	W of Theresa Dr (NW)	LNI	Y	Y
13	Borchard Rd	E of Theresa Dr (SE)	LNI	Y	Y
14	Newbury Rd	W of Ventu Park Rd (NW)	LNI	Y	Y
15	Newbury Rd	E of Ventu Park (SW)	LNI	Y	Y
16	Hillcrest Dr	W of Rancho Rd (SE)	LNI	Y	Y
17	Hillcrest Dr	W of Hodencamp Rd (NW)	LNI	Y	Y
18	Erbes Rd	S of Ave de los Arboles(SW)	LNI	Y	Y
19	Avenida de las Flores	W of Erbes Rd (NW)	LNI	Y	Y
20	Lawrence Dr	Teller Rd.	LNI	Y	Y
21	Thousand Oaks Bl	E of Rancho Rd (SE)	LNI	Y	Y
22	Thousand Oaks Bl	E of Zuniga Ridge (SE)	LNI	Y	Y
23	Thousand Oaks Bl	E of Dallas Dr (SE)	LNI	Y	Y
24	Thousand Oaks Bl	E of Conejo School Rd (SE)	LNI	Y	Y
25	Thousand Oaks Bl	E of Skyline Dr (SE)	LNI	Y	Y
26	Thousand Oaks Bl	E of Auto Mall Dr (SE)	LNI	Y	Y
27	Thousand Oaks Bl	E of Lakeview Cyn (SE)	LNI	Y	Y
28	Thousand Oaks Bl	E of Lakeview Cyn (NE)	LNI	Y	Y
29	Thousand Oaks Bl	W of Cord Ave (NW)	LNI	Y	Y
30	Thousand Oaks Bl	W of Duesenberg Ave (NW)	LNI	Y	Y
31	Thousand Oaks Bl	W of Skyline Dr (NW)	LNI	Y	Y
32	Thousand Oaks Bl	E of Conejo School Rd (NE)	LNI	Y	Y
33	Thousand Oaks Bl	at Gardens of the World	LNI	Y	Y
34	Agoura Rd	W of Village Glen (NW)	LNI	Y	Y
35	Janss Rd	Senior/Teen Center	Unknown	Y	Y
36	Lawrence Dr	W of Rancho Conejo BL	BIG	Y	Y
37	Townsgate Rd	W of Stoney Brook Ln (NW)	Tolar*	Y	Y
38	Hillcrest Dr	W of Amgen Ct (NW)	BIG	Y	Y
39	Thousand Oaks Bl	E of Baker (SW)	Tolar	Y	Y
40	Wilbur	W. Thousand Oaks Blvd	LNI	Y	Y
41	Ventu Park Rd	Hillcrest	Tolar	Y	Y
42	Thousand Oaks Bl	W. Clay Ct. (NW)	Tolar	Y	Y

* unique design and color

Only LNI brand shelters and Tolar shelter #37 are candidates for repair under this RFP.