

REQUEST FOR PROPOSALS (RFP) 0-1737

**IPC Dispatch Console Equipment and On
Site Services**



**ORANGE COUNTY TRANSPORTATION AUTHORITY
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
(714) 560-6282**

Key RFP Dates

Issue Date:	September 7, 2010
Pre-Proposal Conference Date:	September 16, 2010
Question Submittal Date:	September 21, 2010
Proposal Submittal Date:	October 5, 2010

TABLE OF CONTENTS

	<u>PAGE</u>
NOTICE FOR REQUEST FOR PROPOSALS	i
SECTION I INSTRUCTIONS TO OFFERORS	1
SECTION II PROPOSAL CONTENT	7
A. PROPOSAL FORMAT AND CONTENT	8
SECTION III EVALUATION AND AWARD	13
A. EVALUATION CRITERIA	14
B. EVALUATION PROCEDURE	14
C. AWARD	15
D. NOTIFICATION OF AWARD AND DEBRIEFING	15
EXHIBIT A SCOPE OF WORK	16
EXHIBIT B COST AND PRICE FORMS	21
EXHIBIT C INSURANCE	24
EXHIBIT D FORMS	27
EXHIBIT E SAFETY SPECIFICATIONS	29



September 7, 2010

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**SUBJECT: NOTICE OF REQUEST FOR PROPOSALS
RFP0-1737: IPC Dispatch Console Equipment and Onsite
Services**

Gentlemen/Ladies:

The Orange County Transportation Authority invites proposals from qualified firms to provide IPC Dispatch Console Equipment and Onsite Services on a time and expense basis, as needed, with no guaranteed usage. The budget for this project is \$80,000 for a three year blanket purchase order.

Proposals must be received in the Orange County Transportation Authority's office at or before 2:00 p.m. on October 5, 2010.

Proposals delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management
600 South Main Street, 4th Floor
Orange, California 92868
Attention: Donald Herrera, Buyer**

Proposals delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority
Contracts Administration and Materials Management
P.O. Box 14184
Orange, California 92863-1584
Attention: Donald Herrera, Buyer**

Proposals and amendments to proposals received after the date and time specified above will be returned to the Offerors unopened.

Firms interested in obtaining a copy of this Request For Proposals (RFP) 0-1737 may do so by faxing their request to (714) 560-5792, or e-mail your

CHIEF EXECUTIVE OFFICE

Will Kempton
Chief Executive Officer

request to rfp_ifb_Requests@octa.net or calling (714) 560-5922. Please include the following information:

- Name of Firm
- Address
- Contact Person
- Telephone and Facsimile Number
- Request For Proposal (RFP) 0-1737

All firms interested in doing business with the Authority are required to register their business on-line at CAMM NET, the Authority's interactive website. The website can be found at www.octa.net. From the site menu, click on CAMM NET to register.

To receive all further information regarding this RFP 0-1737, firms must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Commodities for this solicitation are:

Category(s):

Professional Services

Commodity(s):

Networking Services (Including Installation and Maintenance)

A pre-proposal conference and site visit will be held on September 16, 2010, at 9:00 a.m., at the Authority's Garden Grove Annex building, 11800 Woodbury Road, Garden Grove, California, in Conference Room 209. All prospective Offerors are encouraged to attend the pre-proposal conference.

All Offerors will be required to comply with all applicable equal opportunity laws and regulations.

The award of this contract is subject to receipt of federal, state and/or local funds adequate to carry out the provisions of the proposed agreement including the identified Scope of Work.

Sincerely,



Donald Herrera

Buyer

Contracts Administration and Materials Management

SECTION I

INSTRUCTIONS TO OFFERORS

SECTION I. INSTRUCTIONS TO OFFERORS

A. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on September 16, 2010, at the Authority's Garden Grove Annex building, 11800 Woodbury Road, Garden Grove, California, in Conference Room 209. All prospective Offerors are encouraged to attend the pre-proposal conference.

B. EXAMINATION OF PROPOSAL DOCUMENTS

By submitting a proposal, Offeror represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the Authority's objectives.

C. ADDENDA

Any Authority changes to the requirements will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Offerors shall acknowledge receipt of addenda in their proposals.

D. AUTHORITY CONTACT

All questions and/or contacts with Authority staff regarding this RFP are to be directed to the following Contract Administrator:

Donald Herrera, Buyer
Contracts Administration and Materials Management Department
550 South Main Street
P.O. Box 14184
Orange, CA 92863-1584
Phone: 714.560.5644, Fax: 714.560.5792

E. CLARIFICATIONS

1. Examination of Documents

Should an Offeror require clarifications of this RFP, the Offeror shall notify the Authority in writing in accordance with Section E.2. below. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity codes specified in this RFP.

2. Submitting Requests

- a. All questions, including questions that could not be specifically answered at the pre-proposal conference must be put in writing and must be received by the Authority no later than 5:00 p.m., on September 21, 2010.
- b. Requests for clarifications, questions and comments must be clearly labeled, "Written Questions". The Authority is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any of the following methods of delivering written questions are acceptable as long as the questions are received no later than the date and time specified above:
 - (1) U.S. Mail: Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange, California 92863-1584.
 - (2) Personal Courier: Contracts Administration and Materials Management Department, 600 South Main Street, 4th Floor, Orange, California 92868.
 - (3) Facsimile: The Authority's fax number is (714) 560-5792.
 - (4) E-Mail: Donald Herrera, Buyer e-mail address is dherrera@octa.net.

3. Authority Responses

Responses from the Authority will be posted on CAMM NET, the Authority's interactive website, no later than September 27, 2010. Offerors may download responses from CAMM NET at www.octa.net/cammnet, or request responses be sent via U.S. Mail by e-mailing or faxing the request to Donald Herrera, Buyer.

To receive e-mail notification of Authority responses when they are posted on CAMM NET, firms must be registered on CAMM NET with at least one of the following commodity codes for this solicitation selected as part of the vendor's on-line registration profile:

Commodities for this solicitation are:

<u>Category(s):</u>	<u>Commodity(s):</u>
Professional Services	Networking Services (Including Installation and Maintenance)
Computer: Hardware	Networking Equipment
Professional Services	Telecommunications Systems (Telephone, Radio, etc.)

Inquiries received after 5:00 p.m on September 21, 2010, will not be responded to.

F. SUBMISSION OF PROPOSALS

1. Date and Time

Proposals must be received in the Orange County Transportation Authority's office at or before 2:00 p.m. on October 5, 2010.

Proposals received after the above-specified date and time will be returned to Offerors unopened.

2. Address

Proposals delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority
Contracts Administration and Materials Management (Camm)
600 South Main Street, 4th Floor
Orange, California 92868
Attention: Donald Herrera, Buyer**

Or proposals delivered using the U.S. Postal Services shall be addressed as follows:

**Orange County Transportation Authority
Contracts Administration and Materials Management (Camm)
P.O. Box 14184
Orange, California 92863-1584
Attention: Donald Herrera, Buyer**

Firms must obtain a visitor badge from the receptionist in the lobby of the 600 Building prior to delivering any information to Camm.

3. Identification of Proposals

Offeror shall submit an **original and 3 copies** of its proposal in a sealed package, addressed as shown above, bearing the Offeror's name and address and clearly marked as follows:

"RFP 0-1737: IPC Dispatch Console Equipment and Onsite Services"

4. Acceptance of Proposals

- a. The Authority reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. The Authority reserves the right to withdraw or cancel this RFP at any time without prior notice and the Authority makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. The Authority reserves the right to postpone proposal openings for its own convenience.
- d. Proposals received by Authority are public information and must be made available to any person upon request.
- e. Submitted proposals are not to be copyrighted.

G. PRE-CONTRACTUAL EXPENSES

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the Authority;
3. Negotiating with the Authority any matter related to this proposal; or
4. Any other expenses incurred by Offeror prior to date of award, if any, of the Agreement.

H. JOINT OFFERS

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm and not with multiple firms doing business as a joint venture.

I. TAXES

Offerors' proposals are subject to State and Local sales taxes. However, the Authority is exempt from the payment of Federal Excise and Transportation Taxes.

J. PROTEST PROCEDURES

The Authority has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Contract Administrator responsible for this procurement. Any protests filed by an Offeror in connection with this RFP must be submitted in accordance with the Authority's written procedures.

K. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a time and expense (T&E) contract specifying hourly rates for individual efforts as specified in the Scope of Work, included in this RFP as Exhibit A.

L. CONFLICT OF INTEREST

All Offerors responding to this Request For Proposals must avoid organizational conflicts of interest which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships or contracts, an Offeror is unable, or potentially unable to render impartial assistance or advice to the Authority; an Offeror's objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or an Offeror has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the Offeror's proposal.

M. CODE OF CONDUCT

All Offerors agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts which is hereby referenced and by this reference is incorporated herein. All Offerors agree to include these requirements in all of its subcontracts.

SECTION II
PROPOSAL CONTENT

SECTION II. PROPOSAL CONTENT**A. PROPOSAL FORMAT AND CONTENT****1. Format**

Proposals should be typed with a standard 12 point font, double-spaced and submitted on 8 1/2" x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11"x17" format. Offers should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged and presentations should be brief and concise. Proposals should not exceed fifty (50) pages in length, excluding any appendices.

2. Letter of Transmittal

The Letter of Transmittal shall be addressed to Donald Herrera, Buyer and must, at a minimum, contain the following:

- a. Identification of Offeror that will have contractual responsibility with the Authority. Identification shall include legal name of company, corporate address, telephone and fax number. Include name, title, address, and telephone number of the contract person identified during period of proposal evaluation.
- b. Identification of all proposed subcontractors including legal name of company, contact person's name and address, phone number and fax number; relationship between Offeror and subcontractors, if applicable.
- c. Acknowledgement of receipt of all RFP addenda, if any.
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
- e. Signature of a person authorized to bind Offeror to the terms of the proposal.
- f. Signed statement attesting that all information submitted with the proposal is true and correct.

3. Technical Proposal

a. Qualifications, Related Experience and References of Offeror

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.

Offeror to:

- (1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
- (2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project.
- (3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project. Describe experience in working with the various government agencies identified in this RFP.
- (4) Identify subcontractors by company name, address, contact person, telephone number and project function. Describe Offeror's experience working with each subcontractor.
- (5) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

b. Proposed Staffing and Project Organization

This section of the proposal should establish the method, which will be used by the Offeror to manage the project as well as identify key personnel assigned.

Offeror to:

- (1) Provide education, experience, and applicable professional credentials of project staff.
- (2) Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel.
- (3) Indicate adequacy of labor resources utilizing a table projecting the labor-hour allocation to the project by individual task.
- (4) Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment and how long each person has been with the firm.
- (5) Include a project organization chart, which clearly delineates communication/reporting relationships among the project staff.
- (6) Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of the Authority.

c. Work Plan

Offeror should provide a narrative, which addresses the Scope of Work, and shows Offeror's understanding of Authority's needs and requirements.

Offeror to:

- (1) Describe the approach to completing the tasks specified in the Scope of Work. The work plan shall be of such detail to demonstrate the Offerors ability to accomplish the project objectives and overall schedule.
- (2) Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.
- (3) Identify any special issues or problems that are likely to be encountered in this project and how the Offeror would propose to address them.

- (4) Offeror is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

d. Exceptions/Deviations

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Offeror wishes to propose alternative approaches to meeting the Authority's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Offeror will be deemed to have accepted the contract requirements as set forth in Exhibit C.

4. Cost and Price Proposal

As part of the cost and price proposal, the Offeror shall submit proposed pricing to provide the services for described in Exhibit A, Scope of Work.

The Offeror shall complete the "Price Summary Sheet" form included with this RFP (Exhibit B), and furnish any narrative required to explain the prices quoted in the schedules.

5. Appendices

Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials. Appendices should be relevant and brief.

B. FORMS

Status of Past and Present Contracts Form

Offeror is required to complete and sign the form entitled "Status of Past and Present Contracts" provided in this RFP and submit as part of the proposal. Offeror shall list the status of past and present contracts where the firm has either provided services as a prime contractor or a subcontractor during the past five (5) years and the contract has ended or will end in a termination, settlement, or litigation. A separate form must be completed for each contract. Offeror shall provide an accurate name and telephone number for each contract and indicate the term of the contract and the original contract value. If the contract was terminated, Offeror must list the reason for termination. Offeror must identify and state the status of any litigation, claims or settlement agreements related to any of the contracts. Each form must be signed by the Offeror confirming the

information that the information provided is true and accurate. Offeror is required to submit **one** copy of the completed form(s) as part of its proposals and it should be included in only the **original** proposal.

SECTION III
EVALUATION AND AWARD

SECTION III. EVALUATION AND AWARD

A. EVALUATION CRITERIA

The Authority will evaluate the offers received based on the following criteria:

1. Qualifications of the Firm 20%

Technical experience in performing work of a closely similar nature; experience working with public agencies; strength and stability of the firm; strength, stability, experience and technical competence of subcontractors; assessment by client references.

2. Staffing and Project Organization 40%

Qualifications of project staff, particularly key personnel and especially the Project Manager; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel. Individual certifications and experience will also be evaluated.

3. Work Plan 15%

Depth of Offeror's understanding of Authority's requirements and overall quality of work plan; logic, clarity and specificity of work plan; appropriateness of labor distribution among the tasks; ability to meet the project deadline; reasonableness of proposed schedule; utility of suggested technical or procedural innovations.

4. Cost and Price 25%

Reasonableness of the total price and fully burdened hourly rates and competitiveness of these rates with other offers received; adequacy of data in support of figures quoted; reasonableness of individual budgets; basis on which prices are T&E.

B. EVALUATION PROCEDURE

An evaluation committee will be appointed to review all proposals received for this RFP. The committee is comprised of Authority staff and may include outside personnel. The committee members will evaluate the written proposals using criteria identified in Section III A. A list of top ranked proposals, firms within a competitive range, will be developed based upon the totals of each committee members' score for each proposal.

At the conclusion of the proposal evaluations, Offerors remaining within the competitive range may be asked to submit a Best and Final Offer (BAFO). In the BAFO request, the firms may be asked to provide additional information, confirm or clarify issues and submit a final cost/price offer. A deadline for submission will be stipulated.

C. AWARD

The Authority will evaluate the proposals received and will submit, the proposal considered to be the most competitive to the Authority. The Authority may also negotiate contract terms with the selected Offeror prior to award, and expressly reserves the right to negotiate with several Offerors simultaneously and, thereafter, to award a contract to the Offeror offering the most favorable terms to the Authority.

The Authority reserves the right to award its total requirements to one Offeror or to apportion those requirements among several Offerors as the Authority may deem to be in its best interest. In addition, negotiations may or may not be conducted with Offerors; therefore, the proposal submitted should contain Offeror's most favorable terms and conditions, since the selection and award may be made without discussion with any Offeror.

D. NOTIFICATION OF AWARD AND DEBRIEFING

Offerors who submit a proposal in response to this RFP shall be notified via CAMM NET of the contract award. Such notification shall be made within three (3) days of the date the contract is awarded.

Offerors who were not awarded the contract may obtain a debriefing concerning the strengths and weaknesses of their proposal. Unsuccessful Offerors, who wish to be debriefed, must request the debriefing in writing or electronic mail and the Authority must receive it within three (3) days of notification of the contract award.

EXHIBIT A

SCOPE OF WORK

Primet 20 & TDM 150 Radio Equipment Maintenance

1. Introduction

- 1.1. The Orange County Transportation Authority (Authority) operates radio equipment to provide communications with its buses, transit police, and maintenance. In general, Authority's system can be divided into two groups: Integrated Transportation Communication System (ITCS), and Community Transportation Service (CTS) system.
- 1.2. This contract deals with the ITCS radio infrastructure specific to the TDM-150 equipment and the CTS system specific to the Primet 20/2 communications console system.

2. Description of services/specifications

- 2.1. Provide maintenance and repair, including parts, for CTS Primet 20/2, consoles, and console electronics, excluding the Uninterruptible Power Supply (UPS) battery.
- 2.2. Provide 24/7 on-call emergency repair service for CTS for CTS Primet 20/2, consoles, and console electronics, excluding the UPS battery.
- 2.3. Provide maintenance and repair, including parts, for ITCS TDM-150, consoles, and console electronics, excluding the UPS battery.
- 2.4. Provide on-call emergency repair service for ITCS TDM-150, consoles, and console electronics, excluding the UPS battery.
- 2.5. Provide storage for radio equipment, spare and serviceable parts used for repair.
- 2.6. At a minimum, ensure two spare cards of each type are purchased and available when needed (Paging card, CAD card, LIC card, Operator Position, auxiliary interface controller, multiline telephone controller).
- 2.7. Provide service and the ability to program a pair of channel banks. CTS system/voice goes through channel bank at Irvine Base 2 operations, telecom T1, and another channel bank goes to Garden Grove (GG) Annex, before activating Ch. 1 control station or hops onto microwave to various sites for 500 MHz voice.

3. Equipment

- 3.1. Orbacom / IPC Primet, (5) consoles, PC, monitor, UPS, related equipment and operator accessories, (i.e. headsets/microphone, and foot switch currently located at Authority's Base 2 facility).

1	Primet 20 Card
5	Operator Position Port
1	Customer programmable Paging Stby
1	Customer programmable Paging
7	Line Interface Controller
5	Rackmount Console Interface Processor
5	PC/XP Workstation Computer
5	Equip Console with 3 - Button Mouse Control
5	Heavy Duty Dual Footswitch - Monitor/PTT
5	Panel Microphone - Electret
5	Headset Jack Interface
5	LCD 17" Flat Panel Display w/o Touch Screen
5	Console/CPP Cable with GND 100 ft. Plenum
2	System Controller
5	APC UPS SU750XL

- 3.2. TDM-150, (3) consoles, PC, monitor, UPS, related equipment and operator accessories, (i.e. microphone, and foot switch)

1	TDM-1509360 60 Card CPP, 88" Standard
1	TDM-OP207 MAINTENANCE AUDIO PANEL
1	TDM-AUX Auxilliary Interface Controller
3	TDM-OPP Operator Position Port
1	TDM-MLC Multi Line Telephone Controller
1	TDM-OP253/H Customer programmable Paging Stby
1	TDM-OP253 Customer programmable Paging
2	TDM-OP260/A Activate Vendor C.A.D. With STBY
39	TDM-LIC Line Interface Controller
3	T5-9400R1 Rackmount Console Interface Processor
3	T5-9400PC/XP Workstation Computer
3	T5-491 Equip Console with 3 - Button Mouse Control
3	T5-401DH Heavy Duty Dual Footswitch - Monitor/PTT
3	T5-402 Panel Microphone - Electret
3	T5-406 Headset Jack Interface
3	T5-410 Two Line Telco Interface (911+ Admin)
0	T5-17NTLCD 17" Flat Panel Display w/o Touch Screen
3	T5-446/D1 Integrated Recall Recorder - 1 channel standard
3	TDM-OP703/10 Console/CPP Cable with GND 100 ft. Plenum
2	VNIC interface card
2	System Controller
2	Data Repeater
3	APC UPS SU750XL

- 4. Parts and Labor:** The contractor will be responsible for all parts and labor costs in association with the maintenance for any of the components list in Section 3.

5. Logistics

- 5.1. AUTHORITY's Information System (IS) Radio staff or assigned designee, will provide technical direction and approval of all work and work plans.
- 5.2. Service hours
- 5.2.1. Any intrusive or disruptive maintenance shall be coordinated and approved beforehand with AUTHORITY personnel.
- 5.2.2. Non-intrusive maintenance can be performed during normal business hours: 7am through 5pm pacific standard time.
- 5.2.3. On-call response time by phone shall be within 15 minutes after call is placed.

6. Locations

- 6.1. The following are the AUTHORITY facility locations used for Radio equipment; however, site locations may change during the duration of this contract.
- 6.1.1. Garden Grove Annex 11800 Woodbury Road, Garden Grove, CA
- 6.1.2. Irvine Base 2 OPS 16281 Construction Circle West, Irvine, CA

- 7. Maintenance Response:** Response means that either a qualified technician has arrived on site, remote maintenance staff has logged in and is working on the problem, or that a specialist in the particular subsystem involved within the Contractor's maintenance staff is in contact with Authority's System Administrators.

- 7.1. **Critical Response Time:** The Contractor must be working on the problem or on site within two hours of notification for critical maintenance problems. Authority's assigned designee shall be responsible for determining whether a problem is critical or non-critical.
- 7.2. **Non-Critical Response Time:** The Contractor must be working on the problem or be on site within eight hour of notification for a to non-critical routine maintenance problems. If a non-critical routine maintenance problem has not been resolved within 12 hours, the problem will automatically be upgraded to a critical problem. In addition, a problem which has not been resolved or reoccurs as a pattern over a period of 14 calendar days will be automatically upgraded to a critical problem.

8. Repair and Work Performed Reports

- 8.1. Written repair and work performed reports shall be provided to the IS Radio staff or assigned designee, within 24 hours of completion of the repair/work. Contractor's standard format is acceptable. Reports shall fully describe the problems found, repairs made, preventative maintenance completed, results and measurements or parts replaced if applicable.

- 8.2. Contractor shall inform the Authority if there is a need to remove Authority property to another repair or service facility, stating the nature of the problem, where it is being sent, and for approximately how long.
 - 8.3. Receipts for all equipment shall be provided to the Authority when removed for repair to insure the items are traceable.
 - 8.4. Invoices will not be paid without receiving a report of work performed, or a repair report.
- 9. Shipping of Equipment:** The Contractor shall provide all packing, crating, and shipping services to return hardware to the manufacturer if hardware requires service by someone other than the Contractor. The Contractor shall be responsible for replacement or repair of any item damaged or lost during shipment. This service includes hardware, which are both in and out of warranty. All shipping costs will be the responsibility of the Contractor.
- 10. Training:** The Contractor must show proof that they are certified to work on the designated equipment. The Contractor shall be fully responsible for the state of training of its staff. All staff shall be properly trained on the maintenance and repair of those pieces of equipment serviced by the Contractor. At no time shall the Contractor allow the AUTHORITY equipment to be serviced or repaired by unqualified/uncertified personnel. The Contractor shall use only staff that is certified to work in the designated equipment. The contractor shall provide evidence of training and/or certification to the assigned designee upon request.

EXHIBIT B

COST AND PRICE FORMS

PRICE SUMMARY SHEET

SCHEDULE OF FEES

SCHEDULE --- HOURLY RATE SCHEDULE

This scope of work establishes a three year blanket purchase order for repair of stated equipment and storage of spare radio equipment. The contract will be established on a time and expense basis for maintenance support and on-call 24/7 service, as well as, parts and labor. The Authority does not offer or guarantee specific quantities for repair work.

Key Personnel:

Name	Classification	Job Function

Labor Rates:

	Hourly Rate (8 a.m. to 5 p.m.)	Premium Hours (after 5 p.m. to before 8 a.m.)	Overtime Hours (after 8 hours)	On-site Support (non-critical)	On-site Emergency Support (critical)
First Year	\$	\$	\$	\$	\$
Second Year	\$	\$	\$	\$	\$
Third Year	\$	\$	\$	\$	\$

Additional Spare Items:

Spare Item	First Year Cost	Second Year Cost	Third Year Cost	Description of Spare
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

All rates are "fully loaded", i.e., includes direct labor costs, indirect costs, overhead costs, general, administrative and profit.

-
1. I acknowledge receipt of RFP 0-1737 and Addenda No.(s) _____
 2. This offer shall remain firm for _____ days from the date of proposal
(Minimum 120)

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

SIGNATURE'S NAME AND TITLE _____

DATE SIGNED _____

EXHIBIT C
INSURANCE

a. CONTRACTOR shall procure and maintain insurance coverage during the entire term of this Agreement. Coverage shall be full coverage and not subject to self-insurance provisions. CONTRACTOR shall provide the following insurance coverage:

1. Commercial General Liability, to include Products/Completed Operations, Independent Contractors', Contractual Liability, and Personal Injury Liability with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

2. Automobile Liability Insurance to include owned, hired and non-owned autos with a combined single limit of \$1,000,000.00 each accident;

3. Workers' Compensation with limits as required by the State of California including a waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or agents;

4. Employers' Liability with minimum limits of \$1,000,000.00; and

5. Professional Liability with minimum limits of \$1,000,000.00 per claim.

b. Proof of such coverage, in the form of an insurance company issued policy endorsement and a broker-issued insurance certificate, must be received by AUTHORITY prior to commencement of any work. Proof of insurance coverage must be received by AUTHORITY within ten (10) calendar days from the effective date of this Agreement with the AUTHORITY, its officers, directors, employees and agents designated as additional insured on the general and automobile liability. Such insurance shall be primary and non-contributive to any insurance or self-insurance maintained by the AUTHORITY.

c. CONTRACTOR shall include on the face of the Certificate of Insurance the Agreement Number C-0-1737; and Donald Herrera, Buyer.

d. CONTRACTOR shall also include in each subcontract the stipulation that subcontractors shall maintain insurance coverage in the amounts required from CONTRACTOR as provided in this Agreement.

e. CONTRACTOR shall indemnify, defend and hold harmless AUTHORITY, its officers, directors, employees and agents from and against any and all claims (including attorneys' fees) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct by CONTRACTOR, its officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of the performance of this Agreement.

EXHIBIT D

FORMS

Status of Past and Present Contracts Form

On the form provided below, Offeror shall list the status of past and present contracts where the firm has either provided services as a prime contractor or a subcontractor during the past five (5) years in which the contract has ended or will end in a termination, settlement or in legal action. A separate form must be completed for each contract. Offeror shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value.

If the contract was terminated, list the reason for termination. Offeror must also identify and state the status of any litigation, claims or settlement agreements related to any of the identified contracts. Each form must be signed by an officer of the Offeror confirming that the information provided is true and accurate.

Project city/agency/other:	
Contact name:	Phone:
Project award date:	Original Contract Value:
Term of Contract:	
1) Status of contract:	
2) Identify claims/litigation or settlements associated with the contract:	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

Name _____
Title _____

Date

EXHIBIT E

FORMS

LEVEL 1 SAFETY SPECIFICATIONS**PART I – GENERAL****1.1 GENERAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS**

- A. The Contractors, its sub-tier Contractors, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) policies, as well as all federal, state, and local regulations pertaining to scope of work, contracts or agreements with the Authority. Additionally, manufacturer requirements are considered incorporated by reference as applicable to this scope of work.
- B. Observance of repeated unsafe acts or conditions, serious violation of safety standards, non-conformance of Authority health, safety and environmental compliance department (HSEC) requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractors or its sub-tier contractors may be cause for termination of scope, contracts, or agreements with the Authority, at the sole discretion of the Authority.
- C. The health, safety, and environmental requirements, and references contained within this scope of work shall not be considered all-inclusive as to the hazards that might be encountered. Safe work practices shall be planned and performed, and safe conditions shall be maintained during the course of this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted for all Contractor personnel, sub-tier Contractors, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Contractor shall ensure that all Contractor vehicles, including those of its sub-tier Contractors, suppliers, vendors and employees are parked in designated parking areas, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- F. California Code of Regulations (CCR) Title 8 Standards are minimum requirements, each Contractor is encouraged to exceed minimum requirements. When the Contractor safety requirements exceed statutory standards, the more stringent requirements shall be achieved for the safeguard of public and workers.

1.2 HAZARD COMMUNICATION

- A. Contractor shall comply with CCR Title 8, Section 5194, Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of MSDS for all chemical products used if any.

- B. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.

1.3 ACCIDENT INVESTIGATION

- A. The Authority shall be promptly notified of any damage to the Authority's property, or incidents involving third party property damage, or reportable and/or recordable injuries (as defined by the U. S. Occupational Safety and Health Administration) to Authority employees and agents; Contractor, vendor employees or visitors and members of the general public that occurs or arises from the performance of Authority contract work. A comprehensive investigation and written report shall be submitted to Authority's Project Manager within 24 hours of the incident.
- B. A serious injury or incident may require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within 7 calendar days of the incident. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors leading to the incident, a root cause analysis, and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.

1.4 PERSONAL PROTECTIVE EQUIPMENT

- A. The Contractor, its sub-tier Contractors, suppliers, and employees are required to comply with the Authority's personal protective equipment (PPE) policy while performing work at any Authority facility, i.e. eye protection policy, hearing protection policy, head protection, safety vests, work shoe policy.
- B. The Contractor, its sub-tier Contractors, suppliers, and employees are required to provide their own PPE, including eye, head, foot, and hand protection, safety vests, or other PPE required to perform their work safely on Authority projects. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

END OF SECTION