

## **Solicitation IFB-080-2116402-JC**

# **ELECTRICAL SYSTEMS MAINTENANCE AND REPAIR SERVICES**

**Bid Designation: Public**



**County of Orange**

## Bid IFB-080-2116402-JC

### ELECTRICAL SYSTEMS MAINTENANCE AND REPAIR SERVICES

Bid Number **IFB-080-2116402-JC**  
 Bid Title **ELECTRICAL SYSTEMS MAINTENANCE AND REPAIR SERVICES**

Bid Start Date **Sep 14, 2021 3:54:45 PM PDT**  
 Bid End Date **Sep 24, 2021 2:00:00 PM PDT**  
 Question & Answer  
 End Date **Sep 17, 2021 2:00:00 PM PDT**

Bid Contact **Jessica Cortez**  
**Buyer I**

Bid Contact **Kevyn Cobos**  
**Procurement Contract Specialist**

Contract Duration **5 years**  
 Contract Renewal **Not Applicable**  
 Prices Good for **30 days**

Standard Disclaimer **The County of Orange is not responsible for and accepts no liability for any technical difficulties or failures that result from conducting business electronically.**

Bid Comments **VENDORS ARE ADVISED TO READ THE INSTRUCTIONS BELOW:**

**OC PUBLIC WORKS IS SOLICITING BIDS FROM CONTRACTORS INTERESTED IN ENTERING INTO CONTRACT FOR ELECTRICAL SYSTEMS MAINTENANCE AND REPAIR SERVICES.**

**CONTRACTOR IS REQUIRED TO PAY PREVAILING WAGES FOR ALL APPLICABLE WORK PERFORMED ON COUNTY PROPERTY. PLEASE SEE ATTACHED DOCUMENT "ORANGE COUNTY DISTRICT ATTORNEY'S PUBLIC WORK UNIT" FOR INFORMATION ON PREVAILING WAGES.**

**\*\*BIDDERS MUST FILL OUT THE ATTACHED BID FORM, CONTRACTOR LICENSE FORM AND COMPANY PROFILE AND REFERENCES FORMS AND SUBMIT WITH BID TO BE DEEMED RESPONSIVE.**

**\*\*IF APPLICABLE, BIDDERS MUST FILL OUT FORM: OCLSB DVBE**

**EFFECTIVE JANUARY 1, 2020 THE BOARD OF SUPERVISORS APPROVED THE ORANGE COUNTY LOCAL SMALL BUSINESS (OCLSB) IS AN INITIATIVE THAT INTENDS TO SUPPORT LOCAL BUSINESSES, STRENGTHEN THE LOCAL ECONOMY AND FURTHER DEVELOP THE COUNTY'S TAX BASE. IF INTERESTED AND WOULD LIKE TO OBTAIN SPECIFIC INFORMATION ABOUT THE OCLSB PREFERENCE POLICY, CLICK HERE: [HTTP://OLB.OCGOV.COM/BUSINESS/OCLSB](http://OLB.OCGOV.COM/BUSINESS/OCLSB)**

**EFFECTIVE JANUARY 1, 2021 THE BOARD OF SUPERVISORS APPROVED THE DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) INITIATIVE. IF YOU ARE INTERESTED AND WOULD LIKE TO OBTAIN SPECIFIC INFORMATION ABOUT THE THE DVBE PREFERENCE POLICY, CLICK HERE: [HTTP://OLB.OCGOV.COM/BUSINESS/OCLSB](http://OLB.OCGOV.COM/BUSINESS/OCLSB)**

**\*\*BIDDERS ARE ADVISED TO CAREFULLY READ THE COUNTY TERMS AND CONDITIONS, INSURANCE REQUIREMENTS, AND THE MODEL CONTRACT INCLUDING ATTACHMENT A (SCOPE OF WORK) AND ATTACHMENT B (VENDOR PRICING), PRIOR TO SUBMITTING A BID. AWARDED CONTRACTOR MUST PROVIDE ALL INSURANCE REQUIREMENTS WITHIN SEVEN (7) DAYS OF RECOMMENDATION OF AWARD, BUT PRIOR TO OFFICIAL CONTRACT AWARD.**

**\*\*CONTRACTOR WILL BE REQUIRED TO SIGN A CONTRACT UPON AWARD. IF CONTRACTOR IS A CORPORATION, SIGNATURES WILL BE PROVIDED IN ACCORDANCE WITH THE CORPORATIONS CODE.**

**\*\*IMPORTANT DATES**

**FRIDAY SEPTEMBER 17 , 2021 - QUESTIONS DUE BY 2:00 P.M.**

**FRIDAY SEPTEMBER 24 , 2021 - BIDS DUE BY 2:00 P.M.**

**ALL QUESTIONS FOR THIS SOLICITATION MUST BE SUBMITTED VIA BIDS SYNC. ANY COUNTY RESPONSE RELEVANT TO THIS IFB OTHER THAN THROUGH OR APPROVED BY OC PUBLIC WORKS/PURCHASING IS UNAUTHORIZED AND WILL BE CONSIDERED INVALID. IT IS THE VENDOR'S RESPONSIBILITY TO CHECK BACK FREQUENTLY FOR ANY ADDENDA OR OTHER INFORMATION**

**Item Response Form**

Item **IFB-080-2116402-JC--01-01 - IFB-080-2116402-JC**

Quantity **1 each**

Unit Price

Delivery Location **County of Orange**

110 - OC PUBLIC WORKS/OC FACILITIES

OPERATIONS

1143 E FRUIT ST

SANTA ANA CA 92701-4204

**Qty 1**

**Description**

PLEASE COMPLETE BID FORM.

The County of Orange, OC Public Works, (hereinafter referred to as “County”) is requesting competitive bids from qualified firms, (hereinafter referred to as “Bidder”). The awarded Contract, (hereinafter referred to as “Contract”) will be between the County and awarded Bidder, (hereinafter referred to as “Contractor”) in accordance with the model contract terms, conditions and scope of work. This is a fully electronic solicitation – only electronic bids submitted through the County’s online bidding system will be allowed; no other form of bid submittals will be accepted. Prior to submitting a bid, Bidders are advised to carefully read the instructions below, including the model contract and any solicitation attachments/exhibits.

**I. GENERAL INFORMATION**

1. **Important Notice:** The County of Orange has attempted to provide all information available. It is the responsibility of each Bidder to review, evaluate, and, where necessary, request any clarification prior to submission of a bid. If any person contemplating submitting a bid in response to this IFB is in doubt as to the true meaning of any part of the solicitation documents attached hereto or finds discrepancies in or omissions from the specifications, they must submit a written request for clarification/interpretation to the County Deputy Purchasing Agency (“DPA”) via the [County’s online bidding system](#) under the bid page for this solicitation.

**Bidders are not to contact other County personnel with any questions or clarifications concerning this Invitation for Bid (IFB).** OC Public Works/Procurement Services will provide all official communication concerning this IFB. Any County response relevant to this IFB other than through or approved by OC Public Works/Procurement Services is unauthorized and will be considered invalid.

If clarification or interpretation of this solicitation is considered necessary by County, a written addendum shall be issued and the information will be posted on the [County’s online bidding system](#). Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the Deputy Purchasing Agent. The County will make reasonable efforts to provide a copy of such addendum to each person/firm receiving the original solicitation documents directly from the County. However, the County does not guarantee receipt by Bidder of all addenda. It is the responsibility of each Bidder to periodically check the County’s on-line bid system to ensure that they have received and reviewed any and all addenda to this solicitation. The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

**All questions or requests for interpretation must be received by the time and date specified in the IFB notice.**

2. **Bid Validity:** Bids will be valid for a period of 120 days after IFB closing date
3. **Business Hours:** OC Public Works/Procurement Services regular business hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. OC Public Works/Procurement Services will be closed on the following County holidays this year:

**January 1, 2021**  
**January 18, 2021**  
**February 12, 2021**  
**February 15, 2021**  
**May 31, 2021**  
**July 5, 2021**  
**September 6, 2021**  
**October 11, 2021**  
**November 11, 2021**  
**November 25, 2021**  
**November 26, 2021**  
**December 24, 2021**  
**December 31, 2021**

4. Orange County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.
5. The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at [www.dnb.com](http://www.dnb.com). If you are unable to provide/obtain a D-U-N-S number, please indicate so in your proposal/bid submission response.

## II. GENERAL INSTRUCTIONS AND PROVISIONS

1. Before submitting a bid, Bidders shall carefully examine the solicitation contents, including the Model Contract Terms, Conditions and Scope of Work. Bidders shall include in their bid response a monetary sum to cover the cost of all items included in the Contract. The Model Contract contained in this solicitation is the Contract proposed for execution. Upon award, awarded Bidder will be required to sign and submit Contract for execution.

2. This document consists of the following:

Section I	General Information
Section II	General Instructions and Provisions
Section III	W-9 Requirements

3. **Responsive bids shall include the following completed submittals:**

- i. Company Profile & References
- ii. Bidder Certification form

4. **Upon recommendation of contract award, Contractor will be required to submit the following documents with seven (7) days of County notification, unless otherwise specified in the solicitation:**

- i. Insurance                      Certificate(s) of Insurance including additional Insured Endorsement(s) (See Model Contract)
- ii. W-9                                Current signed form W-9 (Taxpayer Identification Number & Certification) which includes Contractor's legal business name(s)
- iii. Signed Contract              Awarded Bidder will be required to sign a contract upon award. If Bidder is a corporation, signature will be provided in accordance with the corporation's code as specified in this solicitation.

5. **Pricing (Attachment B of the Model Contract):**

- i. Bid prices quoted shall be firm for the full term of the Contract.
- ii. Bidder shall utilize the County's online bidding system to provide all-inclusive, firm fixed pricing, in accordance with the requirements of the Model Contract for the full term of the Contract. **The bid price(s) shall include all fees, including, shipping, freight, transportation, travel and any other fees. No additional compensation will be allowed.**
- iii. Bid prices offered shall reflect all addenda issued by the County.
- iv. Bids shall be submitted only for the items and/or services as stated in the Scope of Work; bids for other than the items and/or services listed will not be considered.
- v. The County will only consider firm price bids.

- vi. The net amount of profit will remain firm during the period of the Contract. Contract adjustments which increase Contractor's profit will not be allowed.
  - vii. All price/rate decreases will automatically be extended to the County.
  - viii. Bids must be provided for each item separately; "all-or-none" bids will not be accepted unless in the best interest of County.
6. **Substitutions:** Bids offering equivalent items meeting the standards of quality specified in the solicitation may be considered, unless otherwise specified, providing the bid clearly describes the article offered and how it differs from the specified brand. Unless Bidder specifies otherwise, it is understood that the Bidder is offering the brand item as specified in the solicitation. If Bidder bids an "equal," Bidder must state the brand name and must submit complete specifications and/or provide samples with the bid. Determination of equality shall be at the sole discretion of the County, and the County reserves the right to request a sample for determining equality with the specified brand. If it has been justified and accepted by the requesting agency/department and/or a County standards committee that only one brand can meet the County's requirements, "no exceptions" shall be noted in the specifications.
7. **Company Profile & References:** Bidder shall utilize the forms provided to satisfy this requirement.
8. **Bidder Certification:** Bidder shall utilize the form provided to certify any Conflict of Interest, Litigation and Name/Ownership Changes.
9. Bidders shall take all responsibility for any errors or omissions in their bids. Any discrepancies in numbers or calculations shall be interpreted to reflect the lowest price to the County.

If prior to contract award, a Bidder discovers a mistake in their bid which renders the Bidder unwilling to perform under any resulting contract, the Bidder must immediately notify the buyer and request to withdraw the bid. It shall be solely within the County's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire bid. If the solicitation provided for evaluation and award on a line item or combination of items basis, the County may consider permitting withdrawal of specific line item(s) or combination of items.

10. The County shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their bids. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Bidder in:
- i. Preparing its bid in response to this IFB;
  - ii. Submitting that bid to the County;
  - iii. Negotiating with the County any matter related to the bid; and,
  - iv. Any other expenses incurred by the Bidder prior to the date of the award and execution, if any, of the Contract.
11. **Protests:** In the event a Bidder believes that the County's solicitation is unfairly restrictive or ambiguous or contains conflicting provisions or the Bidder believes that any resulting Contract would be commercially impractical to perform, the Bidder must file a written protest with the Deputy Purchasing Agent.

a. **Procedure**

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- i. The name, address and telephone number of the protester;
- ii. The signature of the protester or the protester's representative;
- iii. The solicitation or contract number;
- iv. A detailed statement of the legal and/or factual grounds for the protest; and
- v. The form of relief requested.

**b. Protest of Bid/Proposal Specifications:**

All protests related to bid or proposal specifications must be submitted to the Deputy Purchasing Agent no later than five (5) business days prior to the close of the bid or proposal. Protests received after the five (5) business day deadline will not be considered by the County.

In the event the protest of specifications is denied and the protester wishes to continue in the solicitation process, they must still submit a bid prior to the close of the solicitation in accordance with the bid/proposal submittal procedures provided in the bid/proposal.

**c. Protest of Award of Contract:**

In protests related to the award of a contract, the protest must be submitted no later than five (5) business days after the notice of the proposed contract award is provided by the Deputy Purchasing Agent. Protests relating to a proposed contract award which are received after the five (5) business day deadline will not be considered by the County.

i. Protest Process

1. In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the Deputy Purchasing Agent, the County Procurement Officer or the Procurement Appeals Board renders a decision on the protest.
2. Upon receipt of a timely protest, the Deputy Purchasing Agent will within ten (10) business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
3. The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.
4. If the protester disagrees with the decision of the Deputy Purchasing Agent, the protestor may submit a written notice to the Office of the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

ii. Appeal Process

1. If the protester wishes to appeal the decision of the Deputy Purchasing Agent, the protester must submit, within three (3) business days from receipt of the Deputy Purchasing Agent's decision, a written appeal to:

Office of the County Procurement Officer  
1300 South Grand Avenue, Building A, 2<sup>nd</sup> Floor

Santa Ana, CA 92705

2. Within fifteen (15) business days, the County Procurement Officer will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision on whether the protest shall be forwarded to the Procurement Appeals Board.
3. The decision of the County Procurement Officer on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

## 12. Acceptance/Rejection/Award

- i. Bids submitted in response to this IFB may become subject to public disclosure under the California Public Records Act, and other applicable law. The County shall not be liable in any way for disclosure of any such records. Additionally, all bids shall become the property of the County.
- ii. The lowest, responsive, responsible, Bidder will be recommended for contract award.
- iii. Bids will be reviewed by the County for responsiveness to all requirements. The County has the right to reject any bid deemed unresponsive or lacking the resources or experience to adequately perform the services described herein.
- iv. Only those responsible, responsive bids meeting all solicitation requirements and specifications shall be further reviewed for consideration for award. Award shall be based on the lowest, responsive, responsible bid.
  1. **Please take notice, non-acceptance of County of Orange terms and conditions may deem a bid non-responsive. The County will not accept any other terms, conditions, or provisions contrary to those contained within this solicitation.**
- v. The lowest responsive, responsible bid(s) may be subject to further negotiations.
- vi. Final award determination based upon the lowest responsive, responsible bid, may also include a review of successful Bidder's qualifications, experience, and resources; Bidder's ability to meet the requirements and perform the services specified in this solicitation; Bidder's references and past performance; and Bidder's acceptance of County of Orange terms and conditions. In addition, County reserves the right to verify and validate any information prior to Contract Award and during the entire term of the Contract.
- vii. By submitting a response to this solicitation, Bidders agree to accept the decision of the Deputy Purchasing Agent as final.
- viii. Awarded Bidder will be required to sign a contract upon award. If Bidder is a corporation, signature will be provided in accordance with the corporation's code as specified in this solicitation.

## 13. Rights Reserved to County: The County reserves the right to:

- i. Waive, at its discretion, any irregularity or informality, which the County deems correctable or otherwise not warranting rejection of the bid.

- ii. The County reserves the right, at its sole discretion, to make multiple awards to Bidders for services requested in this solicitation.
  - iii. Accept or reject in whole or in part any or all bids received as a result of this solicitation at its sole discretion and to solicit for new bids, as the best interest of the County may require;
  - iv. Negotiate the final Contract with the lowest, responsive and responsible Bidder or Bidders as necessary to serve the best interests of the County;
  - v. Withdraw or cancel in part or in its entirety this solicitation at any time without prior notice and furthermore makes no representation that any contract will be awarded to any Bidder responding to this solicitation;
  - vi. Award its total requirements to one Bidder or to apportion those requirements among two or more Bidders as the County may deem to be in its best interests; therefore, bids must be provided for each item separately; “all-or-none” bids will not be accepted unless in the best interest of the County.
  - vii. Change the number of recommended awarded bidders at any time, prior to official Contract award by the County;
14. **Cash Discounts:** The County encourages Bidders to offer cash discounts for prompt payment of invoices. Cash discounts offered by Bidders for the prompt payment of invoices will be considered in evaluating offers to determine the successful Bidder for award of any resulting contract.
15. **Joint Bids:** Where two or more Bidders desire to submit a single bid in response to a solicitation, they must do so on a prime/subcontractor basis rather than as a joint venture. The County intends to contract with a single firm or multiple firms, but not with multiple firms doing business as a joint venture.
16. **Sample to Determine Responsiveness to Technical Requirements for purpose of Award:**
  - a. Samples of items, when required by the County, must be furnished free of expense to the County, unless otherwise provided.
  - b. Unless expressly set forth in the solicitation, the sample or samples furnished must be identical in all respects to the product or products being offered to the County.
  - c. Bidders offering products of a different manufacturer and model number than those specified in the solicitation may be required to submit samples for inspection and specification compliance testing in order for the County to determine if the item offered is equivalent to and meets the minimum standards of quality acceptable to the County as indicated by the manufacturer and model number specified in the solicitation.
  - d. Samples, if not destroyed by tests, may, upon request made at the time the sample is furnished, be returned at Bidder's expense.
  - e. Samples may be required prior to award. If requested, such samples must be delivered to a County specified address within the timeframe identified specified by the County. Failure to submit samples as specified may be grounds for rejection.
17. **Unfair Practices and Other Laws:** Bidder warrants that its bid complies with the Unfair Practices Act (Business and Professions Code Section 17000 et seq.) and all applicable County, State and Federal laws and regulations.

18. **Independence of Bid:** By submitting a bid, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
19. **Americans with Disability Act (ADA):** To comply with the non-discrimination requirements of the ADA, it is the policy of the County to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications for the procurement process, you must contact the buyer listed in the solicitation.
20. **Bidder Advisory:** The County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

### III. W-9 REQUIREMENTS

1. **Department of the Treasury, Internal Revenue Service Form W-9 Requirement:** Effective June 3, 2006, all Contractors, entering into a contract with the County, who are not already established in the Countywide Accounting and Personnel System (CAPS) as an Auditor-Controller vendor, will be required to submit to the County a federal Form W-9, or form W-8 for foreign vendors. The County will inform the Contractor, at the time of award, if the Form W-9, or W-8, will be required.

In order to comply with this County requirement, within ten days of notification of selection of award of Contract but prior to official award of Contract, the selected Contractor agrees to furnish to the contract administrator, the Deputy Purchasing Agent, the required W-9 or W-8.

### IV. County of Orange Local Small Business (OCLSB) and Disabled Veteran Business Enterprise (DVBE) Preference Policies

- A. **OCLSB:** Effective January 1, 2020, County of Orange Board of Supervisors adopted the OCLSB Preference policy. Implementation of the OCLSB Preference policy supports local businesses, the local economy and the development of the County's tax base.

To be certified as a Local Small Business by the County of Orange, a business shall meet

(1) and (2) below:

(1) Local Business requirements:

a. maintains their principal center of operations (i.e. headquarters) within Orange County, and;

b. has:

i. a business address located in the County of Orange that is not a post office box, or

ii. a valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.

(2) Small Business Requirements:

a. must be certified as a Small Business by the State of California Department of General Services (DGS); and,

b. DGS Small Business requirements must be valid at the time of bid/proposal submittal.

- B. DVBE:** Effective January 1, 2021, County of Orange Board of Supervisors adopted the DVBE Preference policy. The DVBE Preference policy supports local business opportunity, economy and the development of the County's tax base, and in addition recognizes the service and sacrifice given by the men and women of our Armed Forces.

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (1) below:

- (1) Disabled Veteran Business Enterprise Requirements:
- a. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
  - b. DGS DVBE requirements must be valid at the time of bid/proposal submittal.

***To participate as an OCLSB and/or DVBE please read and follow the process outlined in EXHIBIT I - COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION REQUIREMENTS.***

**CONTRACT IFB-080-2116402-JC**

**FOR**

**ELECTRICAL SYSTEMS, MAINTENANCE AND REPAIR SERVICES**

**BETWEEN**

**OC PUBLIC WORKS**

**AND**

**TBD**



**CONTRACT IFB-080-2116402-JC  
WITH  
TBD  
FOR  
ELECTRICAL SYSTEMS, MAINTENANCE AND REPAIR SERVICES**

THIS CONTRACT IFB-080-2116402-JC for Electrical Systems, Maintenance and Repair Services (“Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (“County”) and Contractor’s Name TBD, with a place of business at Contractor’s Address TBD (“Contractor”), with a County and Contractor sometimes referred to as “Party” or collectively as “Parties.”

**ATTACHMENTS**

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference in this Contract:

Attachment A – Scope of Work

Attachment B – Payment/Compensation

Attachment C – Subcontractor(s)

Attachment D – Vendor Clearance Process

**RECITALS**

WHEREAS, Contractor and County are entering into this Contract for Electrical Systems, Maintenance and Repair Services under a firm fixed fee Contract; and,

WHEREAS, County solicited Contract for Electrical Systems, Maintenance and Repair Services as set forth herein, and Contractor represented that it is qualified to provide Electrical Systems, Maintenance and Repair Services to the County as further set forth here; and,

WHEREAS, Contractor agrees to provide Electrical Systems, Maintenance and Repair Services to the County as further set forth in the Scope of Work, attached hereto as Attachment A; and,

WHEREAS, County agrees to pay Contractor based on the schedule of fees set forth in Payment/Compensation, attached hereto as Attachment B; and,

WHEREAS, the County Board of Supervisors has authorized the Procurement Officer or designee to enter into a Contract for Electrical Systems, Maintenance and Repair Services with the Contractor; and,

NOW, THEREFORE, the Parties mutually agree as follows:

**DEFINITIONS**

DPA shall mean the Deputy Purchasing Agent assigned to this Contract.

## ARTICLES

### General Terms and Conditions:

- A. Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
- B. Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Procurement Officer or designee.
- C. Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- E. Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- F. Acceptance Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- G. Warranty:** Contractor expressly warrants that the goods covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in **article "AA"** below, and as more fully described in **article "AA,"** harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state

or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

- H. Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in **article "AA"** below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney's fees.
- I. Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- K. Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.
- In the event of change of control, to the extent necessary, Contractor shall provide reasonably requested assistance in the transferring of services.
- L. Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- N. Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner;

shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.

**O. Payment and Performance Bonds:**

A payment bond and performance bond are required for a public works contract involving expenditure in excess of twenty-five thousand dollars (\$25,000) and no work can be commenced prior to both bonds being approved the County.

The Contractor shall furnish, at time of signing the Contract, one surety bond which shall protect the laborers and material men and shall be for \$60,000, in accordance with *Section 9554 of the Civil Code*, and one surety bond in the amount of \$60,000, guaranteeing the faithful performance of the Contract. If at any time the value of the total task orders is expected to exceed \$60,000, the Contractor shall furnish, in a manner acceptable to the County, evidence that the Contractor is bonded to the expected total value of outstanding task orders for both the faithful performance and laborers and material men bonds. Contractor shall not be entitled to, nor shall County authorize, task orders when the total outstanding value of the task orders under this contract exceeds the bond values for which the County is an obligee. Said bonds to be approved by the office of the County Counsel and the County Executive Office of Orange County. Such bonds shall be the forms provided in these specifications and issued and executed by an admitted surety insurer (authorized to transact surety insurance in California). (e.g., if the bonds are issued through a surplus line broker, both the surplus line broker and the insurer with whom he is doing business for purposes of this project must be licensed in California to issue such bonds.)

The faithful performance bond shall be issued by a Surety company with a minimum insurance rating of A- (Secure Best's Rating) and VIII (Financial Size Category) as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States or [ambest.com](http://ambest.com). The Surety Company must also be authorized to write in California by the Department of the Treasury, and must be listed on the most current edition of the Department of Treasury's Listing of Approved Securities.

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to the County, or if any such surety fails to furnish reports as to his financial condition from time to time as requested by OC Public Works, the Contractor shall promptly furnish such additional security as may be required by OC Public Works or the Board of Supervisors from time to time to protect the interests of the County and of persons supplying labor or materials in the prosecution of the Work contemplated by this Contract.

If the County increases the total Contract amount the Contractor is to provide a new bond for the new total Contract amount or a bond for the difference.

Execution of the Agreement and Notice to Proceed: County will not execute the Agreement or issue a Notice to Proceed with the work until Bidder has submitted and County has approved Bidder's Faithful Performance and Labor and Material Payment Bonds, proof of insurance, and initial job progress schedule. All such submittals must be received by County within 10 calendar days of award of the Contract. Any claims by Contractor for adjustments in time and/or cost for delays in issuing the Notice to Proceed due to Contractor's failure to deliver bonds, insurance, and initial job progress schedule acceptable to County will not be considered.

- P. Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. The County reserves the right to request the declarations pages showing all endorsements and a complete certified copy of the policy. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

Upon notice of any actual or alleged claim or loss arising out of subcontractor's work hereunder, subcontractor shall immediately satisfy in full the SIR provisions of the policy in order to trigger coverage for the Contractor and Additional Insureds.

**If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.**

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$3,000,000 per occurrence \$3,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence

**Required Coverage Forms**

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing liability coverage at least as broad.

**Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the ***County of Orange, its elected and appointed officials, officers, employees and agents*** as Additional Insureds, or provide blanket coverage which shall state ***AS REQUIRED BY WRITTEN CONTRACT***.
- 2) A primary non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.
- 3) A Products and Completed Operations endorsement using ISO Form CG2037 (ed. 10/01) or a form at least as broad, or an acceptable alternative is the ISO from CG2010 (ed. 11/85).

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, employees and agents*** or provide blanket coverage which shall state ***AS REQUIRED BY WRITTEN CONTRACT*** when acting within the scope of their appointment or employment.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, employees and agents when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a severability of interests clause (standard in the ISO CG 001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified Contractor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor in any way to reduce the policy coverage and limits available from the insurer .

**Q. Changes:** Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.

**R. Change of Ownership/Name, Litigation Status, Conflicts with County Interests:**

Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract, and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a

change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- S. Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- T. Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- U. Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of **article "AA,"** below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- V. Freight:** Prior to the County's express acceptance of delivery of products. Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.
- W. Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- X. Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- Y. Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against

the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.

- Z. Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- AA. Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.
- BB. Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this Contract shall be forwarded to the County's project manager.

**CC. Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

**DD. Expenditure Limit:** The Contractor shall notify the County of Orange assigned DPA in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

**EE. Security Requirements for Probation Facilities**

A. **Background Checks:** All Contractor personnel to be employed in performance of work under this Contract shall be subject to background checks and clearance prior to working in Probation facility per the Vendor Clearance Process detailed in Attachment D.

B. **Performance Requirements:** All Contractor vehicles parked on site shall be locked and thoroughly secured at all times. All tools and materials shall remain in Contractor's possession at all times and shall never be left unattended. All lost or misplaced tools or materials shall be reported immediately to the security staff or Control in youth detention facilities or to the escort or Control in the Sheriff's facilities. All materials, large or small, from removal operations or new construction (especially those materials that could be used to inflict injury, such as nails, wire, wood, and any other objects or weapons of convenience) shall be continuously cleaned up as work progresses. All work areas shall be secured prior to the end of each work period. Workers shall have no contact, either verbal or physical, with inmates in the facilities.

C. Contractor's employees shall not:

1. Give names or addresses to inmates;
2. Receive any names or addresses from inmates (including materials to be passed to another individual or inmate);
3. Disclose the identity of any inmate to anyone outside the facility;
4. Give any materials to inmates;
5. Receive any materials from inmates (including materials to be passed to another individual or inmate); or
6. Smoke or use profanity or other inappropriate language while on site. Contractor's employees shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession. Contractor's employees shall plan their activities to minimize the number of times they must enter and exit a facility.

D. Contractor's personnel shall:

1. Comply with the written schedule provided by the County which shall clearly show the specific start and end times for each workday.
2. Arrive at the site no more than 15 minutes prior to the scheduled time or no more than 15 minutes after the scheduled time.
3. Report to the control desk and sign-in log, name, date and time upon arrival at the job site.
4. Report to the control desk and sign-out, name, and time when leaving the facility.
5. Control will ensure that the work area is clear and ready for work to begin. If a Contractor's employee is delayed or cancellation is necessary, the designated on-site coordinator or the County's Project Manager or his designee should be contacted immediately. Repeat problems will be grounds for remedial action which may include Contract termination.
6. Immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the Control Desk.
7. Securely close and check all gates and doors to ensure that they are tightly closed and locked.
8. Restrict all activities to the immediate work site and adjacent assigned areas.
9. Remain with the assigned escort at all times, unless otherwise directed by the onsite coordinator.
10. Transport all tools, equipment and materials needed for the day at the start of the work period and restrict all breaks to the absolute minimum.
11. Failure to comply with these requirements is a criminal act and can result in prosecution.

### **Additional Terms and Conditions:**

1. **Scope of Contract:** This Contract specifies the contractual terms and conditions by which the County will procure Electrical Systems, Maintenance and Repair Services from Contractor as further detailed in the Scope of Work, identified and incorporated herein by this reference as "Attachment A".
2. **Term of Contract:** Term of Contract: The initial term of this Contract shall become effective January 10, 2022 and shall continue for five (5) years, unless otherwise terminated as provided herein.
3. **Aggregate Contract:** This is an Aggregate Contract with CONTRACTORS TBD with a Total Aggregate Contract Amount not to exceed \$TBD.
4. **Adjustments – Scope of Work:** No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned DPA.
5. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County

may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

- a. Terminate the Contract immediately, pursuant to Section K herein;
  - b. Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
  - c. Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
  - d. Offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.
6. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
7. **Conflict of Interest – County Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
8. **Contractor’s Project Manager and Key Personnel:** Contractor shall appoint a Project Manager to direct the Contractor’s efforts in fulfilling Contractor’s obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County’s Project Manager, which consent shall not be unreasonably withheld.

The Contractor’s Project Manager shall be assigned to this project for the duration of the Contract and shall diligently pursue all work and services to meet the project time lines. The County’s Project Manager shall have the right to require the removal and replacement of the Contractor’s Project Manager from providing services to the County under this Contract. The County’s Project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within five (5) business days after written notice by the County’s Project Manager. The County’s Project Manager shall review and approve the appointment of the replacement for the Contractor’s Project Manager. The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor’s Project Manager from providing further services under the Contract.

9. **Contractor Personnel – Uniform/Badges/Identification:** The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility under this Contract.

All Contractor’s employees shall be required to wear uniforms, badges, or other means of identification which are to be furnished by the Contractor and must be worn at all times while working on County property. The assigned DPA must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

10. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.
11. **Cooperative Agreement:** The provisions and pricing of this Contract will be extended to other California local or state governmental entities. Governmental entities wishing to use the pre-negotiated prices and terms in this Contract will be responsible for issuing their own purchase documents/contracts, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any contract entered into with another department or entity that is entered into and incorporates by reference the pre-negotiated prices and terms of this Contract a contractual clause that will hold harmless the County of Orange from all claims, demands, actions or causes of actions of every kind resulting directly or indirectly, arising out of, or in any way connected with the use of this Contract. Failure to do so will be considered a material breach of this Contract by Contractor and grounds for immediate Contract termination. Departments or entities making use of the pre-negotiated prices and terms of this Contract are responsible for obtaining all certificates of insurance and bonds required when entering into their own contract. The Contractor is responsible for providing each cooperative entity a copy of the Contract upon request by the cooperative entity. The County of Orange makes no guarantee of usage by other users of this Contract.

The Contractor shall be required to maintain a list of the cooperative entities using this Contract. The list shall report dollar volumes spent annually and shall be provided on an annual basis to the County, at the County's request.

12. **Safety and Loss Prevention Resource Manual:** Contractor shall comply with the County's Safety and Loss Prevention Resource Manual and submit a copy of their Injury and Illness Prevention Program (IIPP) to the Project Manager prior to the start of the project. The IIPP shall meet the minimum requirement of California Code of Regulations, Title 8, Section 1509 or 3203. Contractor shall submit other safety programs that pertain to the type of job that will be performed on site.
13. **Data – Title To:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
14. **Default – Reprocurement Costs:** In case of Contract breach by Contractor, resulting in termination by the County, the County may procure the goods and/or services from other sources. If the cost for those goods and/or services is higher than under the terms of the existing Contract, Contractor will be responsible for paying the County the difference between the Contract cost and the price paid, and the County may deduct this cost from any unpaid balance due the Contractor. The price paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.
15. **Disputes – Contract:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's Project Manager and the County's

Project Manager, as specified in Article 21. "Notices," such matter shall be brought to the attention of the County DPA by way of the following process:

- a. The Contractor shall submit to the agency/department assigned DPA a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
- b. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.

Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County DPA or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. Nothing in this section shall be construed as affecting the County's right to terminate the Contract for cause or termination for convenience as stated in Article K herein.

16. **Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
- b. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
  - i. The dangers of drug abuse in the workplace;
  - ii. The organization's policy of maintaining a drug-free workplace;
  - iii. Any available counseling, rehabilitation and employee assistance programs; and
  - iv. Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
  - i. Will receive a copy of the company's drug-free policy statement; and
  - ii. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:

1. The Contractor has made false certification, or
2. The Contractor violates the certification by failing to carry out the requirements as noted above.

17. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a “service provider” to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subarticle B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at [http://www.edd.ca.gov/Employer\\_Services.htm](http://www.edd.ca.gov/Employer_Services.htm)

18. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as project manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary, and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor’s reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by the Contractor after County approval thereof, County approval of Contractor’s reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
19. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, “Equal Employment Opportunity” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for

which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

20. **News/Information Release:** The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's Project Manager.
21. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned DPA, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Contractor's Name TBD  
 Attn: Contact/Project Manager TBD  
 Contractor's Address TBD  
 Contractor's City, ST, Zip TBD  
 Phone: TBD  
 Email: TBD

County's Project Manager: OC Public Works/Service Area TBD  
 Attn: Contact/Project Manager TBD  
 Address TBD  
 City ST Zip TBD  
 Phone: TBD  
 Email: TBD

cc: OC Public Works/Procurement Services  
 Attn: TBD  
 Address TBD  
 City ST Zip TBD  
 Phone: TBD  
 Email: TBD

22. **Precedence:** The Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.
23. **Termination – Orderly:** After receipt of a termination notice from the County of Orange, the Contractor may submit to the County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by the County upon written request of the Contractor. Upon termination County agrees to pay the Contractor for all services performed prior to termination which meet the requirements of the Contract, provided, however, that such compensation combined with previously paid compensation shall not exceed the total compensation set forth in the Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of performance of the Contract.
24. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximations. The Contractor agrees to supply services and/or commodities requested, as needed by the County of Orange, at rates/prices listed in the Contract, regardless of quantity requested.
25. **Usage Reports:** The Contractor shall submit usage reports on an annual basis to the assigned DPA of the County of Orange user agency/department. The usage report shall be in a format specified by the user agency/department and shall be submitted 90 days prior to the expiration date of the contract term, or any subsequent renewal term, if applicable.
26. **County of Orange Local Small Business Preference Requirements:** Contractor certifies it is in compliance with County of Orange Local Small Business Preference requirements at the time this contract is executed.
27. **Disabled Veteran Business Enterprise Preference Requirements:** Contractor certifies it is in compliance with County of Orange Disabled Veteran Business Enterprise Preference requirements at the time this Contract is executed.
28. **Project Manager, County:** The County shall appoint a project manager to act as liaison between the County and the Contractor during the term of this Contract. The County's project manager shall coordinate the activities of the County staff assigned to work with the Contractor.
- The County's project manager shall have the right to require the removal and replacement of the Contractor's project manager and key personnel. The County's project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within three (3) business days after written notice from the County's project manager. The County's project manager shall review and approve the appointment of the replacement for the Contractor's project manager and key personnel. Said approval shall not be unreasonably withheld. The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under the Contract.
29. **Mandatory Kick-Off Meeting:** Upon award of the contract, the awarded vendor(s) will attend a mandatory kick-off meeting with County representatives at County's request to discuss important information related to the scope of work, the contract, and the invoice payment process. A quarterly check-in meeting will be required to review any issues with the contract.

### 30. Prevailing Wage

- a. **Threshold Requirements for Prevailing Wages:** Except for public works projects of one thousand dollars (\$1,000) or less, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works.
- b. **Wage Rates:** Contractor shall post a copy of the wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the Board of Supervisors has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract from the Director of the Department of Industrial Relations. These rates are on file with the Clerk of the Board of Supervisors. Copies may be obtained at cost at the office of County's OC Public Works/OC Facilities & Asset Management/A&E Project Management or visit the website of the Department of Industrial Relations, Prevailing Wage Unit at [www.dir.ca.gov/DLSR/PWD](http://www.dir.ca.gov/DLSR/PWD). The Contractor shall comply with the provisions of Sections 1774, 1775, 1776 and 1813 of the Labor Code.
- c. **Apprenticeship Requirements:** The Contractor shall comply with Section 230.1(A), California Code of Regulations as required by the Department of Industrial Relations, Division of Apprenticeship Standards by submitting DAS Form to the Joint Apprenticeship Committee of the craft or trade in the area of the site.
- d. **Registration of Contractor:** All contractors and subcontractors must comply with the requirements of Labor Code Section 1771.1(a), pertaining to registration of contractors pursuant to Section 1725.5. Bids cannot be accepted from unregistered contractors except as provided in Section 1771.1. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. After award of the contract, Contractor and each Subcontractor shall furnish electronic payroll records directly to the Labor Commissioner in the manner specified in Labor Code Section 1771.4.

**Prevailing Wage and DIR Requirement:** Awarding agencies are not required to submit the notice of contract award through DIR's PWC-100 system on projects that fall within the small project exemption. The small project exemption applies for all public works projects that do not exceed:

- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

If the project meets or exceeds these amounts, the County and the Contractor are required to register the project with the California Department of Industrial Relations.

- e. **Payroll Records:** Contractor and any Subcontractor(s) shall comply with the requirements of Labor Code Section 1776. Such compliance includes the obligation to furnish the records specified in Section 1776 directly to the Labor Commissioner in an electronic format, or other format as specified by the Commissioner, in the manner provided by Labor Code Section 1771.4.

The requirements of Labor Code Section 1776 provide, in summary:

- i. Contractor and any Subcontractor(s) performing any portion of the work under this Contract shall keep an accurate record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any Subcontractor(s) in connection with the work.

Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

- i. The information contained in the payroll record is true and correct.
  - ii. The employer has complied with the requirements of Labor Code Sections 1771, 1811, and 1815 for any work performed by his or her employees in connection with the Contract.
  - iii. The payroll records shall be certified and shall be available for inspection at the principal office of Contractor on the basis set forth in Labor Code Section 1776.
  - iv. Contractor shall inform County of the location of the payroll records, including the street address, city and county, and shall, within five (5) working days, provide a notice of any change of location and address of the records.
  - v. Pursuant to Labor Code Section 1776, Contractor and any Subcontractor(s) shall have 10 days in which to provide a certified copy of the payroll records subsequent to receipt of a written notice requesting the records described herein. In the event that Contractor or any Subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to County, forfeit \$100, or a higher amount as provided by Section 1776, for each calendar day, or portion thereof, for each worker to whom the noncompliance pertains, until strict compliance is effectuated. Contractor acknowledges that, without limitation as to other remedies of enforcement available to County, upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement of the California Department of Industrial Relations, such penalties shall be withheld from progress payments then due Contractor. Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.
  - vi. Contractor and any Subcontractor(s) shall comply with the provisions of Labor Code Sections 1771 et seq., and shall pay workers employed on the Contract not less than the general prevailing rates of per diem wages and holiday and overtime wages as determined by the Director of Industrial Relations. Contractor shall post a copy of these wage rates at the job site for each craft, classification, or type of worker needed in the performance of this Contract, as well as any additional job site notices required by Labor Code Section 1771.4(b). Copies of these rates are on file at the principal office of County's representative, or may be obtained from the State Office, Department of Industrial Relations ("DIR") or from the DIR's website at [www.dir.ca.gov](http://www.dir.ca.gov). If the Contract is federally funded, Contractor and any Subcontractor(s) shall not pay less than the higher of these rates or the rates determined by the United States Department of Labor.
- f. **Work Hour Penalty:** Eight (8) hours of labor constitute a legal day's work, and forty hours constitute a legal week's work. Pursuant to Section 1813 of the Labor Code of the

State of California, the Contractor shall forfeit to the County Twenty Five Dollars (\$25) for each worker employed in the execution of this Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than the legal day's or week's work, except that work performed by employees of said Contractor and subcontractors in excess of the legal limit shall be permitted without the foregoing penalty upon the payment of compensation to the workers for all hours worked in excess of eight hours per day of not less than 1-1/2 times the basic rate of pay.

- g. **Apprentices:** The Contractor acknowledges and agrees that, if this Contract involves a dollar amount greater than or a number of working days greater than that specified in Labor Code Section 1777.5, this Contract is governed by the provisions of Labor Code Section 1777.5. It shall be the responsibility of the Contractor to ensure compliance with this Article and with Labor Code Section 1777.5 for all apprenticeable occupations.

Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractors under him employing workers in any apprenticeable craft or trade in performing any work under this Contract shall apply to the applicable joint apprenticeship committee for a certificate approving the Contractor or subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the work.

Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractor under him may be required to make contributions to the apprenticeship program.

The Contractor and all subcontractors under him shall comply with Labor Code Section 1777.6 which Section forbids certain discriminatory practices in the employment of apprentices.

31. **Subcontracting:** No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor, and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.

32. **Safety Data Sheets (SDS):** The Contractor is required to provide a completed Safety Data Sheet (SDS) for each hazardous substance provided to the County under the Contractor's Contract with the County. This includes hazardous substances that are not directly included in the Contract, but are included in the goods or services provided by the Contractor to the County. The provision of the SDSs must be in accordance with the requirements of California Labor Code Sections 6380 through 6399, General Industry Safety Order Section 5194, and Title 8, California Code of Regulations. The SDSs for each substance must be sent to the place of shipment or provision of goods/service.
33. **Parking for Delivery Services:** The County of Orange will not provide free parking for delivery services.

34. **Delivery Location – No Loading Dock:** Delivery locations may not have loading docks. The Contractor is required to make all necessary arrangements for lift trucks or other means necessary to complete delivery. Inside delivery to secured facilities may be required.

**Signature Page follows**

**Signature Page**

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date first above written.

**CONTRACTOR’S NAME TBD,\***

Signature	Name	Title	Date
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Signature	Name	Title	Date
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**COUNTY OF ORANGE**, A political subdivision of the State of California

**COUNTY AUTHORIZED SIGNATURE:**

Deputy Purchasing Agent

Signature	Name	Title	Date
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**APPROVED AS TO FORM:**

County Counsel

By: \_\_\_\_\_  
Deputy

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signee to bind the corporation.

## ATTACHMENT A SCOPE OF WORK

### I. SCOPE OF WORK:

- A. Contractor shall provide Electrical Systems, Maintenance and Repair Services of electrical power supplies, equipment, devices and related appurtenances including but not limited to, power supply feeders, switch gear, MCC panels, distribution panels, subpanels and transformers. Contractor will be responsible for adding and/or changing out circuit breakers, disconnect switches buss bars and all internal wiring within distribution panels depending on the condition or needs of the assignment. Contractor will be responsible for adding, maintaining, or repairing lighting and replacing lighting ballasts, tombstones, LED drivers, or other parts as required to render the specified fixtures functional. Contractor will be responsible for installing point of connection for variable speed drive equipment, VAV boxes, alarms, security systems, computer systems, telecommunication and data systems, HVAC equipment, boilers, chillers, food service equipment and any other electrically powered device or specified piece of equipment as directed. Contractor will be required to run all different sizes and types of wire to complete repairs and/or installations depending on project specific requirements. Add switches, outlets, timers and other devices that control electrical supply to fixtures or other devices requiring electrical power. All work will be performed within or adjacent to County facilities including remotely located installations.

All work is to be done as per the latest edition of the National Electric Code (NEC) and all jurisdictions having Authority.

It is anticipated that all of the electrical equipment, wiring, devices and power supplies located at various County facilities could require maintenance, repair, alteration or installation throughout the term of the contract, however, actual performance at specific locations and facilities will be at the sole option and discretion of the County.

The Contractor shall adhere to all industry standards that apply to wire management, wire sizing and type of wire required for the specific installation unless the County deems in its experience to exceed these standards for a particular installation; at which time the Contractor will be advised before start of project.

- B. The work will be performed at multiple and various County owned and leased facilities as requested as part of this contract; Perform Maintenance, Repairs, Alterations and Installations for Electrical Systems County Wide.

1. Contractor will coordinate all maintenance, repair, installation work with OCPW Contract Administrator or his/her designee, who will provide the required Scope of Work and arrange for access to the facility where work is to be performed.

2. The Contractor shall follow all guidelines and sequences of operations established as Industry Standards for the troubleshooting, maintenance, repair, and installation of steam and water boilers, water heating equipment that are currently considered Best Practices methodology for this type of work on this type of equipment.

3. Contractor may be called to provide service or replacement of all types of electrical systems.

4. The majority of the work will be done on regular business hours from 7:00 am to 4:30 pm Monday through Friday.

5. Contractor shall provide emergency repairs. The specific scope of work and schedule will be determined at the time such work is initiated. Contractor to be available for emergency call out services between the hours of 6:00 pm and 6:00 am Monday through Sunday, and must respond with a two (2) hour time frame.

6. All work that interferes with normal County operations shall be performed on Saturdays, Sundays or holidays and the schedule shall be arranged by the County and the Contractor prior to starting work.

7. Contractor shall identify notify/advise the Contract Manager or his/her designee in writing of any additional repair or maintenance work that may be required or advisable to maintain the efficient operation and useful life of the equipment.

8. Contractor shall NOT perform additional repair of maintenance without receiving prior approval from the County's Contract Manager.

## **II. GENERAL REQUIREMENTS**

- A. All workers performing work on County premises shall be paid prevailing wages pursuant to the Department of Industrial Relations and the State of California. The Contractor shall provide with his/her bid
- B. Provide a list of trades expected to be supplied as part of the Contract, along with the current, up to date listing of prevailing wages to be paid to each appropriate trade that the contractor will perform services with under this Contract.
- C. All invoices submitted shall be accompanied by a record of time spent working on the subject project by tradesmen, and shall include name, trade specific type of work provided and craft level designation (Journeyman etc.), as well as receipts for all materials purchased including total amount of taxes paid for merchandise.
- D. The Contractor shall provide at his/her expense, all tools and equipment necessary to perform the work. This includes ladders, lift equipment, scaffolding and planking which are to be OSHA approved for the type of work being performed.
- E. For any electrical work performed as part of this Contract, the Contractor shall possess a valid C-10, Electrical Contractor License issued by the California State Contractor's License Board at the time the bid is submitted and shall maintain the license in good standing for the term of the contract.
- F. All Electrical work performed under this Contract, shall be performed by an individual certified by the State of California as a journeyman level electrician. All work performed by apprentice level workers shall be done under the supervision of a journey level, certified electrician, and apprentice hours shall be verified and invoiced appropriately.
- G. Contractor shall be registered and in good standing with the Department of Industrial Relations (DIR) at the time the bid is submitted, and the contractor's registration number shall be clearly visible and legible.
- H. Contractor shall employ and utilize personnel who are qualified, knowledgeable, and experienced to perform the specific type of service on the specific type of equipment listed in this contract.

- I. Many of locations throughout the County that require the services of the Contractor are secured facilities, and as such, the Contractor and Contractor's staff that enter these facilities are required to participate in a background clearance check. Some of the required documents that the Contractor and his/her staff will be required to submit are a birth certificate, driver's license or California ID, Social security Card, Passport, business card etc., which will be copied and returned to the submitter. Clearance time will be a minimum of two weeks. Those who do not pass background will not be admitted to the facilities. The reasons for non-clearance will not be disclosed. Contractor will be required to maintain a minimum of 2-3 personnel that are cleared and available for response to these types of calls.
- J. It is expected that the journeyman Electrical mechanic(s) performing the specified work will have a minimum of (6,000) hours direct experience performing preventative maintenance and repairs on high voltage emergency generators before being assigned to the work specified in this contract.
- K. Contractor shall provide at least 1 journeyman Electrical mechanic. Contractor shall provide additional non-journeymen staff to adequately, efficiently and safely perform the work specified as part of this contract. All journeyman level electricians shall possess a certificate identifying them as journeyman level electricians by the State of California.
- L. It will be the sole discretion of the Contract Administrator or his/her designee to determine whether the Contractor has adequate journeyman level staffing on each project; the Contractor will adjust staffing as required by the Contract Administrator or his/her designee to either increase or decrease staffing levels for tradesmen on site.
- M. Contract Manager or his/her designee shall:
1. Coordinate schedule, entry, and completion of work with County on-site staff.
  2. Coordinate electrical service shutdowns with OCPW and on-site County staff. Shutdowns will only be permitted once an action/work plan is thoroughly discussed, understood and agreed to by all parties involved and/or affected by the shutdown.
  3. Notify on site County staff upon completion of electrical repairs/installation work and resumption of normal operating conditions to the facility
- N. Contractor shall provide and maintain a telephone answering system which provides for contact twenty four (24) hours per day, seven (7) days per week, capable of contacting and dispatching service personnel within one (1) hour after receipt of notification from the County.
- O. Contractor shall perform all work in strict accordance with the Jurisdiction Having Authority, Uniform Building Code (UBC), all local codes and/or ordinances and with all CAL-OSHA laws and regulations.
- P. Contractor shall perform all work in accordance with generally accepted industry standards and practices for safe and efficient operation unless a stricter standard is adopted by the County for this type of work.
- Q. Contractor to furnish and maintain all power sources, lighting, etc., required to perform the work during any power outages.

- R. Contractor shall furnish and maintain any and all warning devices, i.e., barricades, cones, etc., required to adequately protect the public, County staff, and other workers during the performance of this work.
- S. The Contractor shall provide at his/her expense, all tools and equipment necessary to perform the work. This includes ladders, lift equipment, hoists, cranes, forklifts, scaffolding and planking which are to be OSHA approved for the type of work being performed.

### III. GENERAL CONDITIONS

- A. All work shall be subject to inspection and approval of the County, either by the Contract Manager or his/her designee at each facility prior to acceptance and approval for payment.
- B. The County reserves the right to use alternate sources for completion of the work, to obtain competitive prices on any preventative maintenance, service or repair, and to utilize information obtained under this contract relative to necessary materials and repairs it deems appropriate.
- C. Worker shall be courteous to the Public and County Staff at these facilities, but shall only be responsive to the requests of the Contract Manager or his/her designee. All other requests or inquiries shall be directed to the Contract Manager or his/her designee. Exception: The specific request involves public safety or the security of the specific facility.
- D. Contractor shall replace or repair or have the cost of replacement or repair deducted from its payment, at the option of the Contract Manager or his/her designee, for all damage sustained to County equipment or facilities as a result of the Contractor's operation.

### IV. MATERIALS

- A. The Contractor shall maintain a supply of spare parts common to this type of work.
- B. The Contractor shall maintain a reasonable supply system for acquisition of additional parts which will provide all of the additional parts either immediately or with minimal delay.
- C. All parts shall be new, and shall be provided by the original manufacturer (OEM).
- D. If the Contractor proposes to furnish and install any part that will not be supplied by the original equipment manufacturer, it shall furnish all documentation, upon request, required by the County to verify that it is an equal or better value part. If the part is not found to be of equal quality by the County, the Contractor shall furnish an original equipment part.
- E. Contractor shall warrant all materials and labor for one (1) year after the completion of installation/repairs (or in accordance with manufacturer's warranty if longer).

### V. PERFORMANCE

- A. Scheduled Maintenance and Repairs: Contractor shall meet with the County Project Manager prior to any scheduled maintenance and repair project to discuss details of the project to ensure that proper notification to the specific facility has occurred, and schedules have been coordinated. Contractor shall review manufacturer's service manuals for equipment specifications and proper testing/repair procedures.

- B. County Project Manager will provide in writing the required Scope of Work and arrange for access to the facility where work is to be performed.

**VI. ADDITIONAL WORK:**

- A. Upon County request, Contractor shall submit supplemental proposals for additional work not specifically called for under the Scope of Work of this Contract. Contractor must obtain County Project Manager's written approval for the hours to be worked and hourly rates prior to commencing any additional work.
- B. County reserves the right to obtain supplemental proposals for Services from, and use, alternate sources for completion of the additional work and to utilize the data provided under this Contract to obtain necessary services.
- C. If County authorizes work by an alternate source, Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period.
- D. Contractor shall continue to provide services to all areas not affected by work provided by alternate sources.

**ATTACHMENT B  
PAYMENT/COMPENSATION**

- 1. **Compensation:** This is a usage Contract between the County and Contractor for as set forth in Attachment A, "Scope of Work.

The Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **The County shall have no obligation to pay any sum in excess of the Fixed Prices and Total Contract Amount specified herein unless authorized by amendment in accordance with Articles C and P of the County Contract Terms and Conditions, which may require approval by the County Board of Supervisors.**

- 2. **Fees and Charges:** Payment shall be made in accordance with the provisions of this Contract.

**A. Maintenance/Repairs Labor Rate per Hour**

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Hourly Rate (Mon-Fri Normal Working Hours)

Journeyman	\$TBD
Electrician Assistant	\$TBD
NETA II	\$TBD
NETA III	\$TBD
NETA IV	\$TBD

Hourly Rate (Mon-Fri – After Normal Working Hours)

Journeyman	\$TBD
Electrician Assistant	\$TBD
NETA II	\$TBD
NETA III	\$TBD
NETA IV	\$TBD

Hourly Rate (Sat – Normal Working Hours)

Journeyman	\$TBD
Electrician Assistant	\$TBD
NETA II	\$TBD
NETA III	\$TBD
NETA IV	\$TBD

Hourly Rate (Sat – After Normal Working Hours; Sundays; Holidays)

Journeyman	\$TBD
Electrician Assistant	\$TBD
NETA II	\$TBD
NETA III	\$TBD
NETA IV	\$TBD

Emergency Rate

Journeyman	\$TBD
Electrician Assistant	\$TBD
NETA II	\$TBD
NETA III	\$TBD
NETA IV	\$TBD

All invoices submitted shall be accompanied by a record of time spent working on the project by tradesmen to include name, trade specific type of work provided and craft level designation (Journeyman etc.), and receipts for all materials purchased including total amount of taxes paid for merchandise. All invoice line items must match Attachment B Compensation line items to avoid any confusion over charges submitted.

**B. Miscellaneous Item Discount Structure:**

Miscellaneous Items may be purchased against the Contract. Miscellaneous Item purchases shall not exceed up to \$25,000 per invoice including tax. County will obtain price quotes from Contractor for all miscellaneous items purchased. Contractor shall provide the list price and discount price on all invoice(s) for all miscellaneous items.

Cost Plus % Mark Up

**Overtime for the hours listed above are only applicable as authorized by the County Project manager or Designee, for the sole purposes of meeting emergency needs or time constraints that may be required by the County. No invoice shall be accepted for payment of overtime hours without written consent/approval of the County Project manager or Designee.**

**Labor hours shall be charged on the basis of actual time spent on each job, not on a portal-to-portal basis, and shall be computed to the nearest one-quarter (1/4) hour .**

**C. Rental Equipment:**

For all rental equipment, a copy of the Contractor’s invoice is required for reimbursement which shall be submitted with the extended cost multiplied by the mark-up listed below. The maximum percentage mark-up allowed for rental equipment is **TBD%**. Mark-up is prior to tax.

<b>Rental Equipment Mark-up</b>	<b>TBD%</b>
---------------------------------	-------------

\*The equipment shall be approved in advance by the County Project manager or Designee

**D. Parts and Materials:**

- Contractor's parts and materials cost, plus percentage mark-up:

TBD % Mark Up

\*Contractor must supply back-up paperwork for all materials that exceeds \$100.00

- 2. Parts and Materials purchased by the Contractor for services will be charged at the actual cost of the parts (including all applicable taxes) plus the percentage stated above. County will pay for all freight charges. Parts and Materials purchases shall not exceed \$5,000, per item including tax, unless the following process is followed.
- 3. Miscellaneous Items ranging between \$5,000 and \$25,000, including tax, must be pre-approved by the County Project Manager or Designee prior to processing. The County will obtain price quotes from Contractor for all Miscellaneous Items purchased between \$5,000 and \$25,000. The Contractor shall provide the list price and discount price on all invoice(s) for all Miscellaneous Items.
- 4. Contractor is to provide a copy of the suppliers and shippers invoice for all purchases made to complete each project, dumpsters shall fall under the category of straight reimbursement; delivery slips and vendor invoices will be required to be submitted with Contractors monthly invoice.

**E. Contract Amount Not to Exceed: .....\$ <TBD>**

- 3. **Price Increase/Decreases:** No price increases will be permitted during the first year of the Contract. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 180-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to the County of Orange. The County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor’s profit will not be allowed.
- 4. **Firm Discount and Pricing Structure:** The Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. The Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.
- 5. **Contractor’s Expense:** The Contractor will be responsible for all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.
- 6. **Payment Terms – Payment in Arrears:** Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this Contract. The Contractor shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

7. **Taxpayer ID Number:** The Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.
8. **Payment – Invoicing Instructions:** The Contractor will provide an invoice on the Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:
- A. Contractor's name and address
  - B. Contractor's remittance address, if different from 1 above
  - C. Contractor's Taxpayer ID Number
  - D. Name of County Agency/Department
  - E. Delivery/service address
  - F. EW Number provided by FAC OPS
  - G. Purchase Authorization Number provided by FAC OPS
  - H. Master Agreement (MA) or Purchase Order (PO) number
  - I. Agency/Department's Account Number
  - J. Date of invoice
  - K. Product/service description, quantity, and prices
  - L. Sales tax, if applicable
  - M. Freight/delivery charges, if applicable
  - N. Total

Invoices and support documentation are to be forwarded to:

OC Public Works/OC Facilities Maintenance Operations  
 Attn: Facilities Maintenance Operations PMT Admin  
 1143 E. Fruit Street  
 Santa Ana, CA 92701-4204

The Contractor has the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive Electronic Remittance Advice with the payment details via email. An email address will need to be provided to the County via an EFT Authorization Form. To request a form, please contact the DPA.

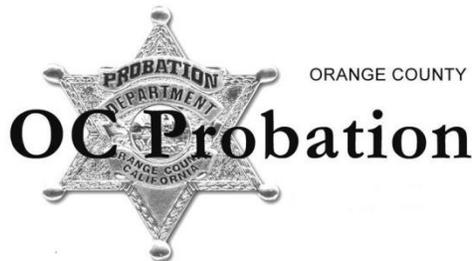
**ATTACHMENT C  
SUBCONTRACTOR(S)**  
*(If applicable)*

**1. Subcontractor(s)**

Listed below are subcontractor(s) anticipated by Contractor to perform services specified in Attachment A. Substitution or addition of Contractor’s subcontractors in any given project function shall be allowed only with prior written approval of County’s Project Manager.

<b>Company Name &amp; Address</b>	<b>Contact Name and Telephone Number</b>	<b>Project Function</b>

**ATTACHMENT D  
VENDOR CLEARANCE PROCESS**



ORANGE COUNTY



**STEVEN J. SENTMAN**  
CHIEF PROBATION  
OFFICER

TELEPHONE: (714) 569-  
2000

1055 N. MAIN STREET, 5<sup>TH</sup>  
FLOOR SANTA ANA, CA  
92701

MAILING ADDRESS:  
P.O. BOX 10260  
SANTA ANA, CA 92711-0260

**VENDOR BACKGROUND APPOINTMENT  
INFORMATION 1535 EAST ORANGEWOOD  
AVE.  
ANAHEIM, CA. 92805**

All individuals who perform work in Probation Department facilities or on Probation Department property are required to undergo and pass a security clearance that includes being fingerprinted.

***NOTE: A number of situations will prevent you from clearing this process, including, but not limited to: current or recent grant of probation or parole; active warrant for your arrest; or pending criminal matters, use of false or altered documents, or dishonesty when providing requested information.***

On the day of your appointment, report to:

**Orange County Probation Department – North County Field Services Office  
1535 EAST ORANGEWOOD AVE., ANAHEIM CA. 92805**

Please use the stairs adjacent to the ramp in the front of the building to enter. You may bypass the “Do Not Enter” sign posted on the door. You do not need to wait in the weapons screening line on the ramp. Please provide a photo ID to the Sheriff’s Special Officer and explain you are here for a background appointment with PSD. Once inside the building, please also check in with reception and ask for **XXXXXXXXXXXXXXXX 714-XXX-XXXX**.

***Bring the following required documents with you to your appointment:***

- California driver’s license or ID; ***no copies will be accepted.***
- Social Security Card; ***no copies will be accepted.***
- Documents that establish employment authorization (***whichever applies below***):
  - ***If born in the U.S.,*** bring original birth certificate *or* U.S. passport; ***no copies,***

*abstracts, or hospital-issued certificates will be accepted; no passports from U.S. Territories: American Samoa, Swain Islands, and Northern Mariana Islands will be accepted.*

- *If you became an American Citizen, bring original U.S. Certificate of Naturalization or U.S. passport; **no copies will be accepted.***
- 
- *If you are **not** an American Citizen, **bring original and valid** U.S. Permanent Resident Card (Green Card) or **original and valid** Employment Authorization Document (Work Permit); **no copies will be accepted.***

***Please bring employer's business card to the appointment.***

*All documents need to be original and valid. Only the documents listed above will be accepted.*

*If you do not have the required documents, you will not be permitted to proceed with the clearance process.*

***The results will be provided to your employer once the background is complete.***

**COMPANY PROFILE & REFERENCES**

**Company Profile**

Company Legal Name:

Company Legal Status (corporation, partnership, sole proprietor etc.):

Active licenses issued by the California State Contractor’s License Board:

Business Address:

Website Address:

Telephone Number:

Facsimile Number:

Email Address:

Length of time the firm has been in business:

Length of time at current location:

Is your firm a sole proprietorship doing business under a different name:  Yes  No

If yes, please indicate sole proprietor’s name and the name you are doing business under:

Is your company incorporated?  Yes  No If yes, State of Incorporation:

Federal Taxpayer ID Number  D-U-N-S #

*\*The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at [www.dnb.com](http://www.dnb.com). If you are unable to provide/obtain a D-U-N-S number, please indicate so in your proposal/bid submission response.*

Regular business hours:

Regular holidays and hours when business is closed:

Contact person in reference to this solicitation:

Telephone Number:

Facsimile Number:

Email Address:

Contact person for accounts payable:

Telephone Number:

Facsimile Number:

Email Address:

Name of Project Manager:

Telephone Number:

Facsimile Number:

Email Website Address:

**In the event of an emergency or declared disaster, the following information is required;**

Name of contact during non-business hours:

Telephone Number:

Cell or Pager Number:

Email Address:

**B. Company History:**

For any business structure, provide history of acquisition, buyouts or mergers with other entities for the past five (5) years. Attach detailed information regarding any prior and pending litigation, liens, or claims involving the Offeror. Please check all that apply.

- No action pending
- No Prior action
- Information Attached

**C. Financial Status:**

Offeror shall indicate whether Offeror, its principals, directors, or majority shareholder(s), or any company Offeror has held a controlling interest in, or which has held a controlling interest in Offeror, has ever filed or has been involuntarily put into bankruptcy or has been declared bankrupt. If yes, attached statement indicating the bankruptcy date, court jurisdiction, trustee’s name and telephone number, amount of liabilities, amount of assets and current status of bankruptcy. Attach detailed information regarding any prior and pending litigation, liens, or claims involving the Offeror. Please check all that apply.

- No action pending
- No Prior action
- Information Attached

**D. Litigation Status:**

Offeror shall provide detailed information regarding current and prior lawsuits (court and case number), liens, or claims filed on behalf of and against Offeror, or any company Offeror holds a controlling interest in, or any company that holds an interest in Offeror in the past five (5) years. **Attach detailed information regarding any prior and pending litigation, liens, or claims involving the Offeror. Please check all that apply.**

- No action pending
- No Prior action
- Information Attached

**E. Company Performance:**

1) As part of any prior contract, has your company or firm ever received a “Notice to Cure” message, either verbally or in writing? If yes, for all cases in which a “Notice to Cure” message was received, please provide the reason for the message, and how the matter was dealt with. Use additional sheets if needed.

2) As part of any prior contract, has your company or firm ever had the contract terminated by the customer prior to the expiration date? If yes, for all cases in which the contract was terminated, please provide the reason for the termination. Use additional sheets if needed.

<div data-bbox="224 279 971 441" style="border: 1px solid black; height: 77px;"></div>
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### Company profile & References (Continued)

#### References

Submit the company names, addresses, telephone numbers, contact names, contract effective dates, contract amount, and brief contract descriptions of at least three clients (preferably three different clients) for whom comparable projects have been completed or submit letters from your references which include the requested information.

Company Name:

Address:

Contact Name:  Telephone Number:

Email Address:

Contract Effective Dates:  Contract Amount:

Brief Contract Description:

Company Name:

Address:

Contact Name:  Telephone Number:

Email Address:

Contract Effective Dates:  Contract Amount:

Brief Contract Description:

Company Name:

Address:

Contact Name:  Telephone Number:

Email Address:

Contract Effective Dates:  Contract Amount:

Brief Contract Description:

**Bidder Certification**

**1. Conflict of Interest**

Respondent/Bidder must certify either 1 or 2 by signing below:

a. Respondent/Bidder certifies current/past financial, business or other relationship(s) with the County exist/existed as follows:

i. Disclose any financial, business or other relationship with the County of Orange, any other entity that the Orange County Board of Supervisors governs\*, or any Orange County Board member, officer or employee, which could affect or influence award of the contract for the services you propose to provide.

(Signature required)

OR

b. Respondent/Bidder certifies that no relationships exist/existed as outlined in item 1 above.

(Signature required)

Orange County Board of Supervisors govern: All Assessment Districts, All Community Facilities Districts, All Reassessment Districts, Housing and Community Development Commission, Housing Successor Agency to the Orange County Development Agency, In-Home Supportive Services Public Authority, Industrial Development Authority For Orange County, Local Redevelopment Authority Marine Corp Air Station (MCAS) El Toro, Orange County Financing Authority, Orange County Flood Control District, Orange County Housing Authority, Orange County Housing Authority Acting As the Housing Successor Agency, Orange County Public Financing Authority, Orange County Special Financing Authority, South Orange County Public Financing Authority, and the Successor Agency to the Orange County Development Agency

**2. Litigation**

a. Respondent/Bidder must certify either 1 or 2 by signing below:

i. Respondent/Bidder certifies current/past litigation as follows:

1. Respondent/Bidder shall provide detailed information regarding litigation (court and case number), liens, or claims involving Respondent/Bidder, or any company that holds a controlling interest in Respondent/Bidder, against the County of Orange in the past seven (7) years.

2. Respondent/Bidder shall provide detailed information regarding litigation (court and case number), liens, or claims involving any proposed subcontractors, or any company that holds a controlling interest in subcontractor firm(s), against the County of Orange in the past seven (7) years.

(Signature required)

OR

ii. Respondent/Bidder certifies that Respondent/Bidder or any proposed subcontractors do not have any past or current litigation.

(Signature required)

**3. Name/Ownership Changes**

Respondent/Bidder must certify either 1 or 2 by signing below:

a. Respondent/Bidder certifies past company name changes and/or ownership changes, for Respondent/Bidder's firm and any proposed subcontractor firm, as follows:

i. Respondent/Bidder shall provide detailed information regarding any company name changes (including legal business names) in the past seven (7) years.

ii. Respondent/Bidder shall provide detailed information regarding any company ownership changes (including legal business names) in the past seven (7) years.

(Signature required)

OR

b. Respondent/Bidder certifies that Respondent/Bidder or any proposed subcontractors have not had any company name changes or ownership changes in the past seven (7) years.

**(Signature required)**

8/01/18

Page 1 of 1

# Orange County District Attorney's Office



## Public Works Unit

# OCDA PUBLIC WORKS UNIT

- The District Attorney's Office created a new Public Works Unit within our Workers Compensation Insurance Unit in June 2011.
- This unit was created to ensure that contractors bidding on Public Works projects are on an even playing field and also to protect the wages and benefits of employees working on these projects. The unit focusses on investigating and prosecuting contractors and their agents who underpay employees prevailing wages as well as commit fraud in the workers' compensation arena.
- Work with Department of Industrial Relations (DIR), Employment Development Department (EDD), California Department of Insurance (CDI), and Contractor State License Board (CSLB).

# CERTIFIED PAYROLL REQUEST

**Labor Code Section 1776(f)(1)** Notwithstanding any other provision of law, agencies that are included in the Joint Enforcement Strike Force on the Underground Economy established pursuant to Section 329 of the Unemployment Insurance Code and other **law enforcement agencies investigating violations of law shall, upon request, be provided nonredacted copies of certified payroll records.**

Any copies of records or certified payroll made available for inspection and furnished upon request to the public by an agency included in the Joint Enforcement Strike Force on the Underground Economy or to a law enforcement agency investigating a violation of law shall be marked or redacted to prevent disclosure of an individual's name, address, and social security number.(2) An employer shall not be liable for damages in a civil action for any reasonable act or omission taken in good faith in compliance with this subdivision.

## LABOR CODE 1776

1776. (a) Each contractor and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. **Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury**, stating both of the following:

- (1) The information contained in the payroll record is true and correct.
- (2) The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by his or her employees on the public works project.

## LABOR CODE 1776

**(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.** The payroll records may consist of printouts of payroll data that are maintained as computer records, if the printouts contain the same information as the forms provided by the division and the printouts are verified in the manner specified in subdivision (a).



# PENALTY OF PERJURY

Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating the information contained in the payroll record is true and correct.

I, \_\_\_\_\_, the undersigned, am the  
 (Name – print)

\_\_\_\_\_ with the authority to act for and on behalf of  
 (Position in business)

\_\_\_\_\_, certify under penalty of perjury  
 (Name of business and/or contractor)

that the records or copies thereof submitted and consisting of \_\_\_\_\_  
 (Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)  
 of the actual disbursements by way of cash, check, or whatever form to the individual or  
 individuals named.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Form can be located at: <https://www.dir.ca.gov/dlse/DLSEFormA-1-131.pdf>

# COMMON CHARGING SECTIONS

**Labor Code 1778** – Taking and receiving portion of worker's wage on Public Works

**Penal Code 115(a)** – Record false and forged Instrument

**Insurance Code 11760(a)** – Misrepresent Facts to Worker's Compensation Insurance Company

**Insurance Code 11880(a)** – Fraud against State Compensation Insurance Fund

**Unemployment Insurance Code 2117.5** – Failure to properly report payroll taxes

**Unemployment Insurance Code 2118.5** – Willful failure to pay tax

# **TAKING OR RECEIVING PORTION OF WAGES OF WORKMAN Labor Code 1778**

Every person, who individually or as a representative of an awarding or public body or officer, or as a contractor or subcontractor doing public work, or agent or officer thereof, who takes, receives or conspires with another to take or receive, for his own use or the use of any other person any portion of the wages of any workman or working subcontractor, in connection with services rendered upon any public work is guilty of a felony.

- **The defendant was a contractor doing public work;**
- **The defendant hired a worker to render service upon a public works project**
- **The defendant paid wages to the worker**
- **The defendant took a portion of the workers wages**

# **PREMIUM FRAUD**

## **Labor Code 11760(a)**

Commission of premium fraud constitutes a Felony crime under the provisions of Insurance Code §11760(a) if the insurance company defrauded is a private insurance company .

- 1. A person made, or caused to be made, any knowingly false or fraudulent statement**
- 2. The statement was made either orally or in writing;**
- 3. The statement contained a fact material to the determination of the premium, the rate, or cost of the insurance**
- 4. The person made that statement for the purpose of reducing the premium, reducing the rate, or reducing the cost of insurance.**

# ACTIVITY SINCE JUNE 2011

## Search Warrants Served: 50

Includes business, homes, banks, etc.

## Filed: 17 Defendants

CONTRACTOR	STATUS
General Contractor	Completed – Received 2 years prison
Subcontractor / Fire Sprinkler	Completed - Received 2 years prison
Subcontractor / HVAC	Convicted 37 counts. Sentence pending
General Contractor	Court Case pending. Co-defendant 7 years 4 months
Subcontractor / Electrician (Bookkeeper & Office Manager)	Completed – (2) defendants received 6 months jail time and 3 years probation
Landscaper	Court Case pending

## Grand Jury Indictments: 4

## Pending Cases: 9

## CONTACT INFORMATION

**DDA Donde McCament**

**(714) 664-3911**

**[donde.mccament@da.ocgov.com](mailto:donde.mccament@da.ocgov.com)**

**Investigator Elaine Noce**

**(714) 664-3915**

**[elaine.noce@da.ocgov.com](mailto:elaine.noce@da.ocgov.com)**

**Investigator Randy Inman**

**(714) 664-3904**

**[randy.inman@da.ocgov.com](mailto:randy.inman@da.ocgov.com)**

**Insurance Fraud Hotline**

**(714) 648-3650**

## County of Orange Local Small Business (OCLSB) Preference and Disabled Veteran Business Enterprise (DVBE) Certification Requirements

- 1) To participate as an OCLSB the following requirements must be met:
  - a. A local small business must be certified with State of California the Department of General Services (DGS) as a Small Business - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
  - b. Upon certification as Small Business with DGS, the local small business shall access the OCLSB Preference portal at [OCLSBverify.com](https://oclsbverify.com), search their legal company/business name in the County's database and print the OCLSB Certification.
    - i. Business name shall match the Company Legal Name specified on the Company Profile.
  - c. OCLSB Certification must be valid at the date/time solicitation is closed, and it shall remain in effect at the time of contract award. County reserves the right to verify and/or reject incomplete documents.
  - d. Complete and sign the Affirmation form attached herein. The signed Affirmation form and the OCLSB Certification are required and must be returned with the solicitation response in order to compete as an OCLSB.
  
- 2) To participate as a DVBE the following requirements must be met:
  - a. A business must be certified with DGS as a DVBE - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
  - b. DVBE Certification must be valid at the date/time solicitation is closed, and it shall remain in effect at the time of contract award. County reserves the right to verify and/or reject incomplete documents.
  - c. Complete and sign the Affirmation form attached herein. The signed Affirmation form and the DVBE Certification are required and must be returned with the solicitation response in order to compete as a DVBE.
  
- 3) OCLSB or DVBE Preference provides for the following:
  - a. Invitation for Bid – IFB

When the lowest bidder is not an OCLSB or DVBE, the sole lowest certified OCLSB or DVBE within five percent (5%) of the lowest bidder shall be given the opportunity to price match the lowest bid. To participate in either preference policy, the sole lowest qualified OCLSB or DVBE must accept the County's offer to price match within three (3) business days from the County's offer, unless otherwise specified by the County. If two or more OCLSBs or DVBEs have tied bids within the 5%, the County shall request best and final bids from

each OCLSB or DVBE, which shall price match the lowest bid or better. If the best and final bids are tied, the County shall determine the contract award based on the County’s best interest.

b. Request for Proposal - RFP

An extra five percent (5%) shall be applied to the tallied score of each certified OCLSB or DVBE to obtain the final score. If the final score of any OCLSB or DVBE matches the final score of a non-OCLSB or non-DVBE, preference shall be given to the certified OCLSB or DVBE. If two or more OCLSBs or DVBEs have the same final score, the County shall determine the contract award based on the County’s best interest.

4) Dual OCLSB and DVBE Preference provides for the following:

a. Business Certified as OCLSB and DVBE

If a State-certified OCLSB is also a State-certified DVBE, the preference given to that business shall be 8% instead of 5%. The separate OCLSB/DVBE preferences shall not be applied.

**County of Orange Local Small Business (OCLSB) and/or Disabled Veteran Business Enterprise (DVBE) Affirmation**

**OCLSB Certification Requirements:** To be certified as a Local Small Business by the County of Orange, a business shall meet (1) and (2) below:

(1) Local Business requirements:

- a) maintains their principal center of operations (i.e. headquarters) within Orange County, and;
- b) has:
  - i. a business address located in the County of Orange that is not a post office box, or
  - ii. a valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.

(2) Small Business requirements:

- a) must be certified as a Small Business by the State of California Department of General Services (DGS); and,
- b) DGS Small Business requirements must be valid at the time of bid/proposal submittal.

**DVBE Certification Requirements:** To be certified as a Disabled Veteran Business Enterprise, a business must meet the following requirements:

- (1) Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- (2) DGS DVBE requirements must be valid at the time of bid/proposal submittal.

***Please specify one or both preferences that apply to your business by checking below:***

- OCLSB
- DVBE

I, certify that \_\_\_\_\_, (legal company/business name) is certified as an OCLSB and/or DVBE and currently meets the respective Certification Requirements set forth above.

\_\_\_\_\_

\_\_\_\_\_

Print Name

Title

Authorized Signature

Date

***Please check one or both below:***

OCLSB Certificate attached

State of California DVBE Certification attached

***County Use Only***

Solicitation Number:

Solicitation Description:

File Folder Number:

1. **Fees and Charges:** Payment shall be made in accordance with the provisions of this Contract.

A. **Maintenance/Repairs**

**Labor Rate per Hour**

Hourly Rate (Mon-Fri Normal Working Hours)

Journeyman	\$	<input type="text"/>
Electrician Assistant	\$	<input type="text"/>
NETA II	\$	<input type="text"/>
NETA III	\$	<input type="text"/>
NETA IV	\$	<input type="text"/>

Hourly Rate (Mon-Fri – After Normal Working Hours)

Journeyman	\$	<input type="text"/>
Electrician Assistant	\$	<input type="text"/>
NETA II	\$	<input type="text"/>
NETA III	\$	<input type="text"/>
NETA IV	\$	<input type="text"/>

Hourly Rate (Sat – Normal Working Hours)

Journeyman	\$	<input type="text"/>
Electrician Assistant	\$	<input type="text"/>
NETA II	\$	<input type="text"/>
NETA III	\$	<input type="text"/>
NETA IV	\$	<input type="text"/>

Hourly Rate (Sat – After Normal Working Hours; Sundays; Holidays)

Journeyman	\$	<input type="text"/>
Electrician Assistant	\$	<input type="text"/>
NETA II	\$	<input type="text"/>
NETA III	\$	<input type="text"/>
NETA IV	\$	<input type="text"/>

Emergency Rate

Journeyman	\$	<input type="text"/>
Electrician Assistant	\$	<input type="text"/>
NETA II	\$	<input type="text"/>
NETA III	\$	<input type="text"/>
NETA IV	\$	<input type="text"/>

All invoices submitted shall be accompanied by a record of time spent working on the project by tradesmen to include name, trade specific type of work provided and craft level designation (Journeyman etc.), and receipts for all materials purchased including total amount of taxes paid for merchandise. All invoice line items must match Attachment B Compensation line items to avoid any confusion over charges submitted.

**B. Miscellaneous Item Discount Structure:**

Miscellaneous Items may be purchased against the Contract. Miscellaneous Item purchases shall not exceed up to \$25,000 per invoice including tax. County will obtain price quotes from Contractor for all miscellaneous items purchased. Contractor shall provide the list price and discount price on all invoice(s) for all miscellaneous items.

Cost Plus  % Mark Up

**Overtime for the hours listed above are only applicable as authorized by the County Project manager or Designee, for the sole purposes of meeting emergency needs or time constraints that may be required by the County. No invoice shall be accepted for payment of overtime hours without written consent/approval of the County Project manager or Designee.**

**Labor hours shall be charged on the basis of actual time spent on each job, not on a portal-to-portal basis, and shall be computed to the nearest one-quarter (1/4) hour.**

**C. Rental Equipment:**

For all rental equipment, a copy of the Contractor’s invoice is required for reimbursement which shall be submitted with the extended cost multiplied by the mark-up listed below. The maximum percentage mark-up allowed for rental equipment is %.  
Mark-up is prior to tax.

<b>Rental Equipment Mark-up</b>	<input type="text"/>	<b>%</b>
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\*The equipment shall be approved in advance by the County Project manager or Designee

**D. Parts and Materials:**

- Contractor's parts and materials cost, plus percentage mark-up:

**% Mark Up**

## Question and Answers for Bid #IFB-080-2116402-JC - ELECTRICAL SYSTEMS MAINTENANCE AND REPAIR SERVICES

### Overall Bid Questions

#### Question 1

Please advise if NETA technicians required in Attachment B Section 2 Pricing are required to meet Attachment A Scope of Work Section II General Requirements Item F: All electrical work shall be performed by a CA certified journeyman electrician. (Submitted: Sep 16, 2021 3:55:04 PM PDT)

#### Answer

- Yes, an apprentice can do the work however it needs to meet NEC standards, work quality to Journeyman standards and a journeyman should then check his apprentice's work. (Answered: Sep 17, 2021 12:08:13 PM PDT)

#### Question 2

Please provide a copy of County Contract Terms and Conditions Articles C and P as referenced in Attachment B Section 1. (Submitted: Sep 16, 2021 3:56:34 PM PDT)

#### Answer

- Please refer to model contract. (Answered: Sep 16, 2021 4:23:00 PM PDT)

#### Question 3

Please advise approximate start date of contract and if labor price increases will be allowed after the first year of the contract. Prevailing Wage rates typically increase every 6 months in Orange County and we'd like to clarify if bidders need to hold the pricing for 1 year or 5 years (Submitted: Sep 16, 2021 3:56:47 PM PDT)

#### Answer

- Please refer to model contract for Term of Contract and Price Increases/Decreases. (Answered: Sep 16, 2021 4:23:00 PM PDT)