

## **Solicitation 060-C034110-GL**

### **Emergency Generator Service and Repairs**

#### **Bid Designation: Public**



**County of Orange**

## Bid 060-C034110-GL Emergency Generator Service and Repairs

Bid Number **060-C034110-GL**  
Bid Title **Emergency Generator Service and Repairs**

Bid Start Date **Sep 1, 2021 3:21:17 PM PDT**  
Bid End Date **Oct 7, 2021 4:00:00 PM PDT**  
Question & Answer End Date **Sep 30, 2021 4:00:00 PM PDT**

Bid Contact **Gina C Lozares**  
**Procurement Buyer**  
**714-834-2284**  
**glozares@ocsheriff.gov**

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.**

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### Addendum # 1

Previous End Date	<b>Sep 27, 2021 4:00:00 PM PDT</b>	New End Date	<b>Sep 16, 2021 4:00:00 PM PDT</b>
Previous Q & A End Date	<b>Sep 20, 2021 4:00:00 PM PDT</b>	New Q & A End Date	<b>Sep 9, 2021 4:00:00 PM PDT</b>

### Description

Public bidding is scheduled on 9/17/2021

**INVITATION FOR BID**  
BID MUST BE RECEIVED  
PRIOR TO 4:00 P.M. (Pacific Time)



**DATE: September 16, 2021**

FOR  
OFFICE USE ONLY

BID NUMBER  
**060-C034110-GL**

**COUNTY OF ORANGE**  
Sheriff-Coroner Department  
Purchasing Services Bureau  
320 N. Flower St., 2<sup>nd</sup> Floor  
Santa Ana, CA 92703  
**(714) 834-4700**

Date: September 1, 2021

**COVER PAGE**  
**INVITATION FOR BID**

Date/Time Stamp

**Description of Solicitation:**

The County of Orange (“County”) is requesting competitive bids to establish a Contract for Emergency Generator Service and Repairs, as more fully detailed in Attachment A – Scope of Work.

This IFB is set forth in the following format:

- Cover Page
- Section 1 – General Information
  - Company Profile
  - References
- Section 2 – Model Contract Terms & Conditions
  - Attachment A – Scope of Work
  - Attachment B – Compensation and Pricing Provisions
- Exhibit I - Bidder Certification, Contractor Performance Evaluation Form and Verification Process
- Exhibit II – County of Orange Local Small Business (OCSLB) Preference and Disabled Veterans Business Enterprise (DVBE) Certification Requirements
- Exhibit III - Orange County Sheriff’s Department Tool Control Policy

Proposed Contract will be effective for three (3) years, renewable for two (2) consecutive, additional one- year terms.

Submitted bids will be valid for 180 days after closing date.

**BID CLOSSES AT 4:00 P.M. (Pacific Time) on Thursday, September 16, 2021.**

Public Bid Opening scheduled at 9:00 A.M on 9/17/2021 and will be held at County of Orange, Sheriff-Coroner/Purchasing Division, 320 N. Flower St., 2<sup>nd</sup> Floor-Purchasing Conference Room, Santa Ana, CA 92703.

<input type="checkbox"/> I have read and understand and agree to the terms and conditions herewith and I am submitting a response and concurrence to this solicitation.		
Company Name: _____		Date: _____
*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

\* If a corporation, this document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**RETURN THIS SHEET WITH YOUR RESPONSE**

## SECTION 1 - GENERAL INFORMATION

### I. IMPORTANT NOTICES:

Bids may be returned via mail or hand delivered only to County's Sheriff-Coroner Department, 320 N. Flower St., Suite 108, Santa Ana, CA 92703, Financial Services by the closing date and time indicated on this solicitation. Facsimile and electronic mail bids will not be accepted.

#### **NO LATE BIDS WILL BE ACCEPTED REGARDLESS OF THE REASON**

- **Labor Day – Monday, September 6, 2021 is a County observed holiday**

All changes or modifications to this solicitation will be issued through BidSync.

Any questions or requests for interpretations or clarifications shall be requested in writing through BidSync on or before. **Thursday, September 9, 2021.** If clarification or interpretation of the IFB is considered necessary, a written addendum shall be issued. Oral statement(s) concerning the meaning of the contents of this IFB by any person is unauthorized and invalid. All inquiries concerning this IFB should be directed through the BidSync System.

County does not guarantee that you will receive addenda (additional information, changes or modifications) to this solicitation by mail prior to the close of this solicitation or at all. It is the bidder's responsibility to ensure that they have received all addenda prior to the submission of its bid.

Sheriff-Coroner Department/Purchasing Services Bureau regular business hours are 8:00 a.m. to 5:00 p.m. (Pacific Time), Monday through Friday.

County does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.

### II. INSTRUCTIONS – GENERAL

1. Responsive bids will include the following completed pages: Cover Sheet, Company Profile, References, Exhibit I and Attachment B. The cover sheet of a responsive bid must be signed appropriately and completed with the date and company name. If the bidder is a corporation then it must contain signatures, name and title of two corporate officers authorized to sign on behalf of the Company. The first signature must be either: 1) the chairman of the board; 2) president; or 3) any vice president. The second signature must be either: 1) the secretary; 2) an assistant secretary; 3) the chief financial officer; or 4) any assistant treasurer. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**
2. Bids must be provided for each item separately; "all or none" bids will not be accepted unless in the best interest of County.
3. Out of state Contractors must include California sales tax permit number.
4. **Mailed bids** must be received by Sheriff-Coroner Department/Financial Services by 4:00 p.m. (Pacific Time) on the date bids are due. All envelopes containing mailed bids must be marked with the Bid number **060-C034110-GL**, date and time of the bid closing for that solicitation. It is the bidder's responsibility to verify that the closing date on the bid envelope matches the closing date of the bid. Only one bid submittal will be accepted per envelope. It is the bidder's responsibility to ensure that delivery is made to the Sheriff-Coroner Department/Purchasing Services Bureau at the address below by the due date and time specified herein and to the following address:

**County of Orange  
 Sheriff-Coroner Department/Financial Services  
 Attn: Gina Lozares  
 320 N. Flower Street, Suite 108**

**Santa Ana, CA 92703**  
**060-C034110-GL**

5. **Hand-Delivery** - Bid responses may be hand-delivered to 320 N. Flower St., Suite 108, Santa Ana, CA 92703, Sheriff-Coroner Department/Financial Services. **DO NOT LEAVE BIDS WITH ANY OTHER OFFICE LOCATED IN THE BUILDING.** All bids, regardless of manner of delivery are due no later than 4:00 P.M. (Pacific Time).
6. **BidSync Bids** – Bid may be submitted on BidSync only when the electronic bid solicitation format is used by County. All bids submitted through BidSync must be accessible by the County no later than 4:00 P.M. (Pacific Time).
7. **Telefaxed bids** will not be allowed. **Electronic mail bids** will not be allowed.
8. Contractor shall submit one (1) original and one (1) copy of this bid document.
9. Contractors 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 County. In addition, Contractors are fully responsible for the timely delivery of bids to the County, whether by hand delivery, mail or through Bid Sync.
10. 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 your bid. Pre-contractual expenses are defined as including but not limited to, expenses incurred by the bidder in: a) preparing its bid in response to this IFB; b) postage/shipping c) negotiating with County any matter related to the bid; d) any other expenses incurred by the bidder prior to the date of award and execution, if any.
11. **County of Orange Local Small Business (OCLSB) and Disabled Veteran Business Enterprise (DVBE) Preference Policies:**

**A. County of Orange Local Small Business (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. Disabled Veteran Business Enterprise (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 II - County of Orange Local Small Business (OCLSB) and Disabled Veteran Business Enterprise (DVBE) Certification Requirements.

**III. INSTRUCTIONS - PROTEST PROCEDURES**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 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.

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 County.

Procedure

All protests shall be type-written on the protester's letterhead and be submitted in accordance with the provisions stated herein. All protests shall include at minimum the following information:

The name, address and telephone number of the protester;

The signature of the protester or the protester's representative;

The solicitation or contract number;

A detailed statement of the legal and/or factual grounds for the protest; and

The form of relief requested.

Protest Process

In the event of a timely protest, County shall not proceed with the solicitation or award of the contract until the Deputy Purchasing Agent, County Purchasing Agent or the Procurement Appeals Board renders a decision on the protest.

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.

County may, after providing written justification to be included in the procurement file, make the determination that the award of the contract, without delay, is necessary to protect the substantial

interests of County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.

If the protester disagrees with the decision of the Deputy Purchasing Agent, the protester may submit a written notice to the Office of the County Purchasing Agent requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

#### Appeal Process

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 letter, a written appeal to the Office of the County Purchasing Agent.

Within fifteen (15) business days, the County Purchasing Agent will review all materials in connection with the grievance, assess the merits of the protest and provide a written determination with a decision as to whether the protest shall be forwarded to the Procurement Appeals Board as described in Section 1.4 of County's Contract Policy Manual.

The decision of the County Purchasing Agent will be final and there shall be no right to further administrative appeals.

#### **IV. RIGHTS RESERVED TO COUNTY**

1. County, at its sole discretion, reserves the right to accept or reject in whole or in part any or all bids received as a result of this solicitation.
2. County may cancel this Invitation for Bids in whole or in part without prior notice. Thereafter, County may issue a solicitation for new bids.
3. County makes no guarantee as to the usage of the services by County. County furthermore makes no representation that any contract will be awarded to any bidder responding to this Invitation For Bid.
4. All bids received will be public record after opening. Proposals/bids are not to be marked as confidential or proprietary. Proposals/bids submitted in response to this IFB are subject to public disclosure. County shall not be liable for disclosure of any information or records related to this procurement. Additionally, all proposals/bids shall become the property of County. County reserves the right to make use of any information or ideas in the proposals/bids submitted.
5. When more than one line item is specified in a solicitation, County reserves the right to determine the lowest responsible bidder on the basis of individual items, groups of items, or all items included in the solicitation, unless otherwise expressly provided for in the solicitation. County may accept any item or group of items included in the bid unless the bidder expressly objects in its response to the solicitation and conditions its response on County purchasing all items for which the bidder provided bids. In the event that the bidder so objects, County may consider the bidder's objection non-responsive and may render the bidder ineligible for award.
6. County reserves the right to award its total requirements to one bidder or to apportion those requirement among two or more bidders as County may deem to be in the best interests of County. In addition, negotiations may or may not be conducted with bidder; therefore, the proposal/bid submitted should contain the bidder's most favorable terms and conditions, since the selection and award may be made without discussion with any bidder.
7. County reserves the right to waive, at its discretion, any irregularity or informality which County deems correctable or otherwise not warranting rejection of the bid.

8. The lowest responsive and responsible bid may be subject to further negotiations in the sole discretion of County; bidders should not assume, however, that there will be opportunity for further negotiation so bidders must present their best and final bid in response to this solicitation.
9. By participating in this solicitation, bidders agree to accept the decision of the County Purchasing Agent as final.

## **V. SPECIAL REQUIREMENTS**

1. Bidders may be required to present satisfactory evidence that they have been regularly engaged in the business of providing goods/services required by this solicitation or are reasonably familiar therewith and that they are fully prepared with the necessary capital, material, and machinery as may be required or specified in this solicitation to complete the work to be contracted to the satisfaction of County.
2. By submitting a bid, the bidder represents that it has thoroughly examined and become familiar with the goods/services required under this Invitation For Bid and that it is capable of providing the goods/services to achieve County's objectives.
3. Bidders may be required to provide information regarding and/or proof of the number of years they have provided the goods/services requested in this solicitation.
4. Each bidder must submit its bid in strict accordance with all requirements of this Invitation For Bid.

## **VI. EXCEPTIONS**

Any exceptions to County's terms and conditions must be clearly stated in responses to this solicitation under a separate section entitled "Exceptions." Any exception must include the details of the exception and the reasons for it. County reserves the right to disqualify vendors taking exception to its terms and conditions. Vendors taking exception after notice of award will be disqualified from award of contract.

## **VII. AWARD**

Final award determination will be based primarily on the overall lowest responsive, responsible bid, but is contingent upon Sheriff-Coroner Department/Purchasing Services Bureau approval, which will include a review of bidders' qualifications and references.

(Return with Bid Response)

**COMPANY PROFILE**

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

Business Address: \_\_\_\_\_

Address for Mailed Payment: \_\_\_\_\_

Telephone Number: (\_\_\_\_)\_\_\_\_\_ Facsimile Number: (\_\_\_\_)\_\_\_\_\_

Email Address: \_\_\_\_\_

Length of time the firm has been in business: \_\_\_\_\_

Length of time at current location: \_\_\_\_\_

Is your company, or are any of its principal officers, involved in litigation in connect with contracts for providing services similar to those being proposed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Is your firm the sole proprietor doing business under a different name: \_\_\_Yes \_\_\_No

If yes, please indicate sole proprietor's name and the business name: \_\_\_\_\_

Is your company, or are any of its principal officers, involved in litigation in connect with contracts for providing services similar to those being proposed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Indicate your firm's federal tax ID number: \_\_\_\_\_

Indicate your firm's D-U-N-S number: \_\_\_\_\_

Is your firm incorporated: \_\_\_\_\_ Yes \_\_\_\_\_ No State of Incorporation: \_\_\_\_\_

Type and number of business license(s): \_\_\_\_\_

System Certification: \_\_\_\_\_

Regular business hours: \_\_\_\_\_

Regular holidays and hours when business is closed: \_\_\_\_\_

Contact's name in reference to this bid: \_\_\_\_\_

Telephone Number: (\_\_\_\_)\_\_\_\_\_ Facsimile Number: (\_\_\_\_)\_\_\_\_\_

Email Address: \_\_\_\_\_

Name of project manager: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Facsimile Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact's name to place order: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Facsimile Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Name administrator to whom questions regarding accounts payable should be directed: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Facsimile Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Name of Contact individual during non-business hours: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Facsimile Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Pager Number: \_\_\_\_\_

(Return with Bid Response)

**REFERENCES**

All bidders must provide a minimum of three (3) *References*. The reference should be from clients who are comparable in scope to the County of Orange. Include one reference from a governmental agency. References must cover services performed by your company in the past five (5) years. At least one of the references must cover services performed in the past year. Services should be similar to those services required in this solicitation.

Additionally, please complete the form below on the clients who have provided references:

References must include the name and address of the company or governmental agency and the name and telephone and facsimile numbers of contact person(s), annual agreement dollar amount of the Contract, and a brief description of the agreement/Contract work and services provided. Attach additional sheets if necessary.

1. Name of Reference: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Annual agreement dollar amount: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Brief Description of agreement/Contract work or services provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Name of Reference: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Annual agreement dollar amount: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Brief Description of agreement/Contract work or services provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Name of Reference: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Annual agreement dollar amount: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Brief Description of agreement/Contract work or services provided: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 2**

Model Contract (#TBD)  
with  
[Insert Company Name]TBD  
for  
Emergency Generator Service and Repairs

This Contract [Insert MA Number]TBD for Emergency Generator Service and Repairs (hereinafter referred to as “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 (hereinafter referred to as “County”) and [Insert Contractor Name]TBD, with a place of business at [Insert Contractor Address]TBD (hereinafter referred to as “Contractor”), with a County and Contractor sometimes referred to as “Party” or collectively as “Parties”.

**ATTACHMENTS**

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

Attachment A – Scope of Work  
Attachment B – Compensation and Pricing Provision

**RECITALS**

WHEREAS, Contractor and County are entering into this Contract for Emergency Generator Service and Repairs under a firm fixed fee Contract; and

WHEREAS, County solicited Contract for Emergency Generator Service and Repairs as set forth herein, and Contractor represented that it is qualified to provide Emergency Generator Service and Repairs to the County as further set forth here; and

WHEREAS, Contractor agrees to provide Emergency Generator Service and Repairs 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 Compensation and Pricing Provision, attached hereto as Attachment B; and

NOW, THEREFORE, the Parties mutually agree as follows:

**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 Purchasing Agent 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 indemnitees as identified in paragraph "Z" below, and as more fully described in paragraph "Z," 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 paragraph "Z" 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.
- 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. **Insurance Provisions:** 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. 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.

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	\$1,000,000 per occurrence \$2,000,000 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 0012, CA 00 20, or a substitute form providing 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 20 26 04 13 or a form at least as broad naming the *County of Orange its elected and appointed officials, officers, agents and employees* as Additional Insured's, or provide blanket coverage, which will state *AS REQUIRED BY WRITTEN CONTRACT.*
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad 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) 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, agents and employees* or provide blanket coverage, which will state *AS REQUIRED BY WRITTEN CONTRACT.*

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees 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 interest's clause also known as a "separation of insured's" clause (standard in the ISO CG 0001 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 vendor.

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 (30) 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 act in any way to reduce the policy coverage and limits available from the insurer.

- P. Changes: Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.
- Q. Change of Ownership/Name, Litigation Status, Conflict 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 Contractor 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.

- R. Force Majeure: Contractor shall not be assessed or be found in breach 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.
- S. 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.

- T. **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 paragraph "Z" 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.
- U. **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.
- V. **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.
- W. **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.
- X. **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.
- Y. **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.
- Z. **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.

- AA. 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 agreement shall be forwarded to the County's project manager.

- BB. 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.
- CC. Expenditure Limit: The Contractor shall notify the County of Orange assigned Deputy Purchasing Agent 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.

#### Additional Terms and Conditions

1. Scope of Contract: This Contract specifies the contractual terms and conditions by which County will procure and receive goods/services from Contractor as set forth in the Scope of Work, which is attached hereto as Attachment A and incorporated by this reference.
2. Term of Contract: This Contract shall commence upon execution of all necessary signatures and continue for three (3) calendar year from that date, unless otherwise terminated by County. This Contract may be renewed as set forth in paragraph 3 below.
3. Renewal: This Contract may be renewed by mutual written agreement of both Parties for two (2) additional one (1) year terms. The County does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.
4. Adjustments – Scope of Work: No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned Deputy Purchasing Agent.

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 work at all times while working on County property. The assigned Deputy Purchasing Agent 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 this Contract will be responsible for issuing their own purchase documents/price agreements, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any Contract entered into with another agency or entity that is entered into as an extension of this Contract a Contract 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 and grounds for immediate Contract termination. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. 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. **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.
13. **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.
14. **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:
  1. 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).
  2. Establish a drug-free awareness program as required by Government Code Section

8355(a)(2) to inform employees about all of the following:

- a. The dangers of drug abuse in the workplace;
  - b. The organization's policy of maintaining a drug-free workplace;
  - c. Any available counseling, rehabilitation and employee assistance programs; and
  - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
- a. Will receive a copy of the company's drug-free policy statement; and
  - b. 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.
15. 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, subparagraph 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)

16. 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.

17. **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.

18. **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.
19. **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 Deputy Purchasing Agent (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: Name: TBD  
 Address:  
 City, State, Zip Code  
 Attn:  
 Ph:  
 Email:

County: Sheriff-Coroner Department  
 Address:  
 City, State, Zip Code  
 Attn:  
 Ph:  
 Email:

Assigned DPA: County of Orange  
 Sheriff-Coroner Department/Purchasing Services Unit  
 320 N. Flower Street, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92703  
 Attn: Gina Lozares  
 Ph: 714-834-2284  
 Email: glozares@ocsheriff.gov

20. 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.
21. 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.
22. 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.
23. Usage Reports: The Contractor shall submit usage reports on an annual basis to the assigned Deputy Purchasing Agent 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.
24. Sub-Contracting: 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.

25. Substitutions: The Contractor is required to meet all specifications and requirements contained herein. No substitutions will be accepted without prior County written approval.
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 Veterans Business Enterprise Certification 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. Security Requirements:
  - A. Contractor shall, with respect to all employees of Contractor performing services hereunder:
    1. Perform background checks as to past employment history.
    2. Inquire as to past criminal felony convictions.
    3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
    4. Perform drug screening to determine that such employees are not users of illegal controlled substances as defined by federal law.
  - B. Contractor shall not assign to County property any Contractor personnel as to whom the foregoing procedures indicate:
    1. Inability or unwillingness to perform in a competent manner.
    2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.
    3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.
    4. Usage of illegal controlled substances as defined by federal law.
  - C. If any of the problems identified with respect to Contractor's employees are discovered after assignment of an employee to County property, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee at the County property.

D. Nothing herein shall render any employee of Contractor an employee of County.

THE CONTRACTOR'S PERSONNEL REQUIREMENTS:

All employees must pass the County's background check and meet all requirements as set forth below:

1. All personnel to be employed in performance of the work under this Contract shall be subject to security clearance. Clearance must be updated and renewed every twelve (12) months from original date of clearance.
2. No person, who is required to enter a secured facility of the Sheriff, shall be assigned to perform work under this contract that has not received prior clearance from the Sheriff-Coroner Department.
3. Within fifteen (15) days of the effective date of this Contract, Contractor shall prepare and submit a complete and accurate "Contractor Security Clearance" information form for all Contractor's employee who will be working on or who will need access to the Sheriff-Coroner's facilities to perform work covered by this Contract. County project manager shall provide form(s) to Contractor's project manager. Contractor is also responsible for ensuring that anytime an employee is assigned to work on Sheriff-Coroner's facilities under this contract that a Security Clearance form is submitted and approved prior to that employee requiring access to such premises for providing services under this contract.
4. Contractor shall inform employees assigned to perform work within secured facilities of the Sheriff-Coroner that the employee is required to inform Contractor if/when any information provided on the security clearance form changes. Contractor shall submit an updated security clearance form whenever there is a change in information provided by an employee. Contractor shall be responsible for ensuring to submit Security Clearance forms in order to renew the Security Clearance(s) every twelve months. Renewal forms shall be submitted at least ten (10) County working days prior to the expiration of an existing clearance; a security clearance is valid for 12 months from the date of issuance. If Contractor is submitting an updated form due to a change in information, said form shall be submitted within in 10 county working days of the employer becoming aware of the updated information.
5. Contractor Security Clearance information forms will be provided by County Project Manager upon request and will be screened by the Sheriff-Coroner's Department.
6. Contractor Security Clearance information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.
7. County will not give Contractor the reason an individual's clearance is denied, but will provide explanation to individual affected via U.S. Mail.

E. GENERAL SECURITY REQUIREMENT-AT WORKSITE:

1. When performing work at a Sheriff-Coroner facility, all work areas shall be secured prior to the end of each workday.

2. Workmen shall have no contact, either verbal or physical, with inmates in any facility while performing work under this contract. Specifically:
  - a. Do not give names or addresses to inmates.
  - b. Do not receive any names or addresses from inmates.
  - c. Do not disclose the identity of any inmate to anyone outside the facility.
  - d. Do not give any materials to inmates.
  - e. Do not receive any materials from inmates (including materials to be passed to another individual or inmate).
3. Contractor's personnel shall not smoke or use profanity or other inappropriate language while on site.
4. Contractor's personnel shall not enter the facility while under the influence of alcohol, illegal controlled substances as defined under federal law, or other intoxicants, and shall not have such materials in their possession.
5. Failure to comply with these requirements is a criminal act and can result in prosecution.
6. Contractor's personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment, and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.
7. Contractor's personnel shall follow any special security requirements issued by the on-site contact person or escort Deputy.
8. Contractor's personnel shall report either to the on-site contact person when leaving the facility, temporarily or at the end of the workday.
9. Contractor's personnel shall immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site contact person or any Sheriff's Deputy.
10. Contractor's personnel shall securely close and check all gates and doors to ensure that they are tightly closed and locked as they enter and exit various areas of the County facilities.
11. Contractor's personnel shall restrict all activities to the immediate work site and adjacent assigned areas necessary to performing work under this Contract.
12. Contractor's personnel shall remain with the assigned escort at all times, unless otherwise directed by the on-site contact person.

F. POTENTIAL DELAYS/INTERRUPTIONS:

1. Contractor shall acknowledge that the primary purpose of the detention facilities is the safe and secure operation of those facilities.
2. Contractor's personnel who enter a Sheriff facility but have not passed the security screening, or who have falsified the security screening information are subject to immediate removal from the facility. Contractor's personnel who are assigned to work in a Sheriff facility who are determined to have outstanding wants or warrants may be detained by the Sheriff.

3. Contractor's personnel shall immediately comply with all directions and orders issued by Sheriff's personnel, other than changes regarding the quality or quantity of work, which will be controlled by County's project manager.
4. Contractor's personnel may be delayed or denied access to the facility due to unforeseen events that may affect the availability of security escorts.
5. Contractor's personnel may be ordered to leave a facility prior to the completion of their work or the end of the workday by unforeseen incidents occurring within secure environments. Such unforeseen incidents may also cause Contractor's personnel to be held inside the facility until the incident is resolved by the Sheriff's personnel.
6. Contractor may be subject to an inventory requirement where the Contractor shall supply an inventory list of all tools. The Facility will use this list for verification of tools entering and exiting security. Any and all time required to comply with the tool inventory and control program will not be considered a compensable delay and no requests for equitable adjustment in time or additional compensation for this time will be considered.

-Signature Page to Follow-

Signature Page

The Parties hereto have executed this Contract# (TBD) for Emergency Generator Service and Repairs of on the dates shown opposite their respective signatures below

Contractor\*: TBD

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor\*:TBD

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT A

## Scope of Work

**I. Purpose and Background**

The Orange County Sheriff's Department, has Thirty-Three (33) facilities requiring "as-needed" service and repairs of standby, emergency power generating equipment. Service and repairs to be performed in accordance with manufactures specification, County tasks, duties and all State, Federal and Local laws and regulatory requirements.

In addition to planned service and corrective repairs, County requires emergency services be available twenty-four (24) hours a day, seven (7) days a week.

**II. Scope of Work**

Contractor shall perform services per Scope of Work at the locations listed in Section I Services Locations.

**Inspection, Testing, Service and Repairs**

1. Contractor shall provide "as-needed" inspection, testing, service and repair services.
2. Contractor shall perform ALL service and repairs such that emergency power generators are preserved and restored to effective operational condition and may be effectively used for its designated purpose.
3. Contractor shall provide, all labor, supervision, supplies, tools, transportation (including parking and travel) Personal Protection Equipment (PPE) and all necessary material and equipment to perform routine service and including any special diagnostic or adjustment tools, equipment or instruments and consumables required under manufactures specification.
4. Contractor shall provide County a detailed service or repair timeline for County approval, prior to commencement of work, including number of hours and technicians required to perform and service under terms of the contract.
5. Under no condition, shall Contractor attempt to assign or subcontract any portion of repair or service under the contact.
6. Contractor shall maintain detailed records of each inspection, test, service and repair.
7. Contractor shall provide detailed reporting on additional service or repairs to be coordinated with authorized County representative. All quotes for additional services must contain detailed labor and material changes and shall be approved by County prior to commencement of repair(s).
8. Contractor shall immediately notify authorized County representative of any site conditions or changes that may affect Contractors ability to perform services.

**Contractor Requirements**

1. Contractor shall perform all service and repairs to emergency power generating equipment in accordance with the manufacturer's specifications and recommendations
2. Contractor shall make its best efforts to perform services and repairs in a manner to not impact or interrupt daily County operations. If such impact or interruption is unavoidable, Contractor shall schedule and duly notify authorized County representative of such disruption.
3. Contractors' personnel shall plan all activities to minimize the number of times entering or exiting a facility and restrict all breaks to the absolute minimum.
4. Contractor shall provide sufficient, qualified, trained, experienced and certified, if applicable, personnel to service systems and equipment under the contract. Contractor shall not withhold emergency and/or any service relating to regulatory compliance and/or certification of any County equipment or property for any reason during the term of the contract.

5. All parts and materials shall be new commercial grade, meeting or exceed the Original Equipment Manufacturers (OEM) specifications. Any part or material other than OEM shall be approved by County prior to being utilized.
6. Contractor shall maintain sufficient materials, PPE and supplies “on-hand” to provide services under the terms of the contract.
7. At ALL TIMES Contractor shall keep spill containment equipment and kits sufficient to successfully mitigate spills and protect personnel while performing service and repairs.
8. County will not provide any “on-site” storage of supplies, materials or tools at any County facility.
9. All services and repairs shall be subject to inspection and approval by County prior to acceptance and approval for payment.
10. No payment by County shall be made for any unauthorized or incomplete work.
11. After completion of service or repair, Contractor shall provide County a Work Order report with details on work completed and additional recommended work.
12. Contractor shall be responsible for keeping all work areas clean and free from debris, rubbish and hazardous waste.
13. Contractor shall dispose of all waste off County property and in accordance with all State, Federal and Local laws and regulations.
14. Contractor shall perform all work in accordance with generally accepted industry “best practices” and all health and safety regulations.
15. Contractor shall warranty all labor and materials for a minimum of one (1) year after completion of repairs.
16. Contractor shall repair, at no cost to the County, any and all damages caused by Contractor and shall report all accidents, spills and unusual conditions or activities immediate to authorized County representative, regardless of magnitude.

#### License Requirement

1. Contractor shall at all time, possess current applicable licenses and certificates required by State, Federal and Local regulatory agencies to perform tasks and duties under contract.
2. Contractor shall maintain at minimum, a valid C-10 Electrical Contractor License issued by the California State Contractors’ License Board for the term on the contract.
3. Contractor shall furnish all pertinent licenses, permits and or fees necessary to perform work under the contract.

#### Reserved Rights

1. County reserves the right to use County staff to provide services under the contract.
2. County reserves all rights to information or data provided by Contractor without further compensation.
3. The County reserves the rights to add, update, modify and improve equipment using the supplier of its choice. County may request written comments, from Contractor, on any impact affecting Contractors ability to perform any tasks and duties

#### Security, Safety and Personnel

1. Contractor and employees performing services within secured facilities shall be required to submit to background screening. No unscreened or unauthorized personnel shall be allowed to perform any task or duty under the contract.
2. Contractors’ personnel shall renew background screening every twelve (12) months, and immediately notify County of any potential changes affecting existing or future clearances.
3. All Contractor personnel shall be identified by a distinctive Contractor logo, emblem or patch attached in a prominent place on an outer garment. In the absence of uniforms, Contractor shall issue alternative identification. Acceptable forms includes, but not limited to business cards, lanyards, or letter on Contractor letterhead. In addition to Contractors ID all Contractors’ personnel shall be required to present an acceptable valid government or state

- identification card (i.e. driver's license, passport or identification card) prior to entering any secured facility.
4. During any performance of work, Contractors' personnel shall closely monitor all tools, equipment and materials.
  5. Contractor shall be required to follow a specific Tool and Equipment Control Policy prior to entering and upon exiting any secure facility.
  6. Contractor personnel shall not smoke (including use of any form of electronic device), use profanity or inappropriate language while on County property or performing duties or tasks under the contract.
  7. Personnel shall not enter a facility, or perform any work on behalf of the County, while under the influence of alcohol, drugs or other intoxicants and shall not have any such items in their possession.
  8. Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace.
  9. Contractor personnel shall have **NO CONTACT**, either direct or indirect physical, verbal and/or written, with internees in any facility.
  10. Contractor personnel shall conduct themselves in a courteous and professional manner, at all times, to County staff and the public.

#### Emergency Services

1. Contractor shall respond within one (1) hour after receiving a County emergency service request, twenty-four (24) hours a day seven (7) days a week.
2. Contractor shall have qualified, authorized technician(s) "on site" within four (4) hours of initial emergency contact.
3. Once dispatched to County, Contractor shall have all repairs completed and facility restored to fully operational status prior to leaving facility, unless otherwise agreed upon by County and authorized County representative duly notified.
4. Contractor shall provide County a Work Order report detailing tasks and duties performed including the following:
  - i. Time of arrival
  - ii. Time of departure
  - iii. Brief summary of service and repair
  - iv. Detail of work performed (including material and parts used)
  - v. Narrative of recommended additional work to be performed or recommended
  - vi. Name and time of individual initiating the emergency call
  - vii. Work or Event Number
  - viii. Signature of County representative

#### Exception

1. County recognizes certain emergencies may arise which require immediate action by Contractor, without obtaining prior authorization from the County. The Contractor may complete requested service:
  - i. If part of an initial emergency service call.
  - ii. If deemed to be an imminent life safety repair by authorized County representative.
2. The Contractor shall obtain the name, rank, and signature of the authorized County representative requesting exception.
3. Contractor shall notify authorized County immediate following emergency action(s).

#### Scheduling

1. Contractors' personnel shall arrive at service location, as scheduled ready to begin work and perform in a skillful and competent manner.
2. Contractor shall provide a service or repair timeline, to be approved by County. Once approved timeline shall be strictly adhered to and monitored by County.

3. Scheduled services and repairs should be performed during normal operational hours, in coordination with County. Operational service hours are 7:00 a.m. to 5:00 p.m. Mon-Fri (PT), excluding holidays.
4. Authorized County representative must be duly notified, in advance, of any service interruption by Contractor or modification to service or repair timeline.
5. In the event the Contractor dispatches a technician, currently performing service for the County, technician shall ensure all County equipment is returned to full working condition prior to leaving service location; under no circumstances shall Contractor leave County equipment out of service for any period of time, without prior written approval.

**Records**

1. Contractor shall maintain detailed, true and accurate records of all inspections, tests, service, and repairs. Contractor shall provide original report to County upon request.
2. Contractor shall provide reports to County upon request and shall be provided to County in an editable, unlocked, Microsoft file formats containing ALL requested date and data parameters.
3. Upon completion of each service, Contractor shall provide County a Work Order report detailing work performed. One copy to be left “on-site” with authorized County representative and one signed copy submitted with each corresponding Contractor invoice.
4. All Work Order reports shall contain corresponding information to Contractor invoices (i.e. time of arrival, time of departure, summary of request, detailed (including equipment asset numbers), summary of work performed, summary of additional work required or recommended, name of County representative initiating the service call and Work Order number.
5. Contractor shall submit in writing any condition and/or incident affecting Contractors ability to perform under the contract.

**III. Service Locations**

County has made its best efforts to include and detail equipment inventory, but omissions may exist. Equipment manufacturers identified, but not limited to, Baldor, Caterpillar, Cummins, Ingersoll, Rand, Isuzu, Kohler, MQ Power, Onan, Valley Power, Wrico International and is subject to change.

- A. The following service locations have limited and/or challenging access and require 4 wheel drive and light weight service vehicles.

<b>Orange County Sheriff’s Department</b>	<b>Address</b>
Bolero Peak Comm Site	17151 Santiago Canyon RD, Silverado, CA 92627
Olinda Comm Site	1942 Valencia Ave., Brea, CA 92823
Ortega Comm Site	29882 Ortega Hwy, San Juan Capistrano, CA 92675
Sierra Peak Comm Site	7625 Black Star Canyon, Corona, CA 92882

- B. Other Service Locations:

<b>Orange County Sheriff’s Department</b>	<b>Address</b>
Aliso Viejo Sheriff’s Substation	11 Journey, Aliso Viejo, CA 92656
Central Men’s Jail Facility	550 N. Flower St., Santa Ana, CA 92703
Central Women’s Jail Facility	550 N. Flower St., Santa Ana, CA 92703
Commissary Building	1530 South State College Blvd., Anaheim, CA 92806
Coroner Building	1071 W. Santa Ana Blvd., Santa Ana, CA 92703
Intake Release Center	550 N. Flower St., Santa Ana, CA 92703

Katella Training Academy	1900 W. Katella, Orange, CA 92867
Musick Jail Facility	13502 Musick, Irvine, CA 92618
Research & Development Building	431 The City Dr., Orange, CA 92868
Saddleback Substation	20202 Windrow Dr, Lake Forest, CA 92630
Sheriff Headquarters	550 N. Flower, Santa Ana, CA 92703
Theo Lacy Jail Facility	501 The City Drive South, Orange, CA 92868
Tustin Training Academy	15991 Armstrong Ave., Tustin, CA 92782
Alta Laguna Comm Site	2900 Alta Laguna Blvd., Laguna Beach, CA 92651
Coyote Hills Comm Site	3001 Gilbert St., Fullerton, CA 92833
Dana Point Comm Site	24930 Seagate Dr., Dana Point, CA 29629
Garden Grove Comm Site	13802 Newhope St., Garden Grove, CA 92843
La Palma Comm Site	6569 Valley View St., La Palma, CA 90623
Laguna Beach Comm Site	285 Agate St., Laguna Beach, CA 92651
Loma Ridge Comm Site	2644 Santiago Canyon, Silverado, CA 92676
Mission Hospital Comm Site	31870 Pacific Coast Hwy, Laguna Beach, CA 92651
Moorehead Comm Site	10783 Lookout Dr., Laguna Beach, CA 92651
Newport Beach Comm Site	949 W 16 <sup>th</sup> . St., Newport Beach, CA 92663
Seal Beach Comm Site	2201 Seal Beach Blvd., Seal Beach, CA 90740
Sanitation District Comm Site	22212 Brookhurst, Huntington Beach, CA 92646
Santiago Peak Comm Site	34001 Santiago Canyon, Orange, CA 92676
Signal Peak Comm Site	7314 Ridge Park Rd., Newport Beach, CA 92657
Silverado Canyon Comm Site	29392 Silverado Rd., Silverado, CA 92676
Yorba Linda Comm Site	22177 Stonehaven Dr., Yorba Linda, CA 92887

Service Coordination:

Facilities Operations Service Desk; (714) 935-6606  
 Watch Commander (After hours dispatch); (714) 935-6606  
 Contract Administrator: Elizabeth Ochoa; (714) 935-6841  
 Service Coordination: Provided by County upon contract award

Compliance

Contractor shall ensure generators remain fully operational and in compliance with all State, Federal and Local laws and regulations.



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

Labor rates shall include all direct and indirect expenses including travel and overhead expenditures.

After hour rates will not be paid on non-emergency response request unless specifically authorized by the County Project Manager.

3. **Price Increase/Decreases:** No price increases will be permitted during the first period of the price agreement. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-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:** 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. 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. Vendor 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. Master Agreement (MA) or Purchase Order (PO) number
- g. Agency/Department's Account Number
- h. Date of invoice
- i. Product/service description, quantity, and prices
- j. Sales tax, if applicable
- k. Freight/delivery charges, if applicable
- l. Total

Invoice and support documentation are to be forwarded to:

Agency/Department  
 Attn:  
 Address  
 City, State, Zip Code

9. Payment (Electronic Funds Transfer (EFT))  
 The County of Orange offers Contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the assigned Deputy Purchasing Agent. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.
10. Year End and Final Invoices  
 At the end of each term of the Contract, and upon final termination, Contractor shall submit final invoices for services rendered or goods accepted by County under the Contract term (typically one year) within ninety (90) days. For example, if the term of a Contract ends, or the Contract expires without being renewed on June 30<sup>th</sup>, any and all invoices for services rendered or goods accepted by County during the preceding term of the Contract shall be submitted to County on or before September 28. In the event the ninetieth (90<sup>th</sup>) day falls on a weekend or County holiday, the deadline for submission of invoices shall be extended to the next business day. County holidays include New Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.  
 Contractor's failure to submit invoices pursuant to the deadlines established herein may be deemed a breach and shall be a basis for the County to refuse payment.

EXHIBIT I

Bidder Certification, Contractor Performance Evaluation Form and Verification Process

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)

## EXHIBIT II

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:

**EXHIBIT III**  
**Orange County Sheriff's Department Tool Control Policy**

**Tool Control Guidelines for Contractors Working in Correctional Facilities**

The Orange County Sheriff's Department has implemented a Tool Control Program at all jail facilities. The purpose of the program is to increase the safety at the facilities by keeping dangerous tools out of the hands of inmates. All contractors entering one of these facilities will be required to comply with the program requirements. The security staff at these facilities will make every effort to minimize any inconvenience caused by this program. We are providing you these guidelines so you can prepare the necessary documentation in advance to minimize any delay entering the facility.

All contractors performing work inside the security area of the facilities will be required to have their tools inventoried upon entry to, and exit from the facility.

**Instructions for persons entering the facility:**

- Complete the attached inventory form listing all of the tools you will need to take inside (preferably prior to arrival at the facility). Limiting the number of tools needed, will speed your entry and departure.
- Present the written inventory at the entrance to the facility at which you are working.
- A member of the security staff will compare the tools you are taking into the facility to your written inventory and return the form to you after signing it.
- A member of the security staff will repeat the inventory on your way out of the building to make sure you have not left any tools at the job site.
- The security staff will retain the original inventory, but will make you a copy if you need one.
- Contractors performing regular work at these facilities should prepare advance inventories for each toolbox with a few blank lines at the bottom and store the inventories on a computer. When you need to come to a facility, you can print the appropriate pages to take with you and handwrite any additional special tools at the bottom.
- If needed, you will be allowed entry to the facility to look at the work to be done prior to determining what tools you will need to minimize the number of tools subject to the inventory requirement.

**Instructions for vehicles entering the facility:**

- All vehicles entering the secured parking area of any correctional facility operated by the Orange County Sheriff's Department will be subject to search and will be logged in and out at the gate.
- Vehicles entering the Intake Release Center or Theo Lacy Facility will not need to have the tools inventoried. You will only need to inventory the tools to be carried inside the facility.
- Vehicles entering the James A. Musick Facility will need to be inventoried prior to entering and exiting the facility.

Contact Information if you have questions about this policy or need more information:

James A. Musick Facility • (949) 855-7777

Intake Release Center • (714) 647-6120

Theo Lacy Facility • (714) 935-6216

JOB TOOL INVENTORY LIST

Date:

Name:

WO#

\*Security staff must initial and write down their badge number for both the in and out inventory.

Tool / Id #	In	Out
1)	<input type="checkbox"/>	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>
4)	<input type="checkbox"/>	<input type="checkbox"/>
5)	<input type="checkbox"/>	<input type="checkbox"/>
6)	<input type="checkbox"/>	<input type="checkbox"/>
7)	<input type="checkbox"/>	<input type="checkbox"/>
8)	<input type="checkbox"/>	<input type="checkbox"/>
9)	<input type="checkbox"/>	<input type="checkbox"/>
10)	<input type="checkbox"/>	<input type="checkbox"/>
11)	<input type="checkbox"/>	<input type="checkbox"/>
12)	<input type="checkbox"/>	<input type="checkbox"/>
13)	<input type="checkbox"/>	<input type="checkbox"/>
14)	<input type="checkbox"/>	<input type="checkbox"/>
15)	<input type="checkbox"/>	<input type="checkbox"/>
16)	<input type="checkbox"/>	<input type="checkbox"/>
17)	<input type="checkbox"/>	<input type="checkbox"/>
18)	<input type="checkbox"/>	<input type="checkbox"/>
19)	<input type="checkbox"/>	<input type="checkbox"/>
20)	<input type="checkbox"/>	<input type="checkbox"/>
21)	<input type="checkbox"/>	<input type="checkbox"/>
22)	<input type="checkbox"/>	<input type="checkbox"/>
23)	<input type="checkbox"/>	<input type="checkbox"/>
24)	<input type="checkbox"/>	<input type="checkbox"/>
25)	<input type="checkbox"/>	<input type="checkbox"/>
26)	<input type="checkbox"/>	<input type="checkbox"/>
27)	<input type="checkbox"/>	<input type="checkbox"/>
28)	<input type="checkbox"/>	<input type="checkbox"/>

**INVITATION FOR BID**  
BID MUST BE RECEIVED  
PRIOR TO 4:00 P.M. (Pacific Time)



**DATE: September 30, 2021**

FOR  
OFFICE USE ONLY

BID NUMBER  
**060-C034110-GL**  
**ADDENDUM#1**

**COUNTY OF ORANGE**  
Sheriff-Coroner Department  
Purchasing Services Bureau  
320 N. Flower St., 2<sup>nd</sup> Floor  
Santa Ana, CA 92703  
**(714) 834-4700**

Date: September 15, 2021

**COVER PAGE**  
**INVITATION FOR BID**

**Date/Time Stamp**

**Description of Solicitation:**

The County of Orange ("County") is requesting competitive bids to establish a Contract for Emergency Generator Service and Repairs, as more fully detailed in Attachment A – Scope of Work.

This IFB is set forth in the following format:

- Cover Page
- Section 1 – General Information
  - Company Profile
  - References
- Section 2 – Model Contract Terms & Conditions
  - Attachment A – Scope of Work
  - Attachment B – Compensation and Pricing Provisions
- Exhibit I - Bidder Certification, Contractor Performance Evaluation Form and Verification Process
- Exhibit II – County of Orange Local Small Business (OCSLB) Preference and Disabled Veterans Business Enterprise (DVBE) Certification Requirements
- Exhibit III - Orange County Sheriff's Department Tool Control Policy

Proposed Contract will be effective for three (3) years, renewable for two (2) consecutive, additional one- year terms.

Submitted bids will be valid for 180 days after closing date.

**BID CLOSES AT 4:00 P.M. (Pacific Time) on Thursday, September 30, 2021.**

Public Bid Opening scheduled at 9:00 A.M on 10/1/2021 and will be held at County of Orange, Sheriff-Coroner/Purchasing Division, 320 N. Flower St., 2<sup>nd</sup> Floor-Purchasing Conference Room, Santa Ana, CA 92703.

I have read and understand and agree to the terms and conditions herewith and I am submitting a response and concurrence to this solicitation.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

\* If a corporation, this document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**RETURN THIS SHEET WITH YOUR RESPONSE**

Addendum # 1 is issued as follows:

- 1.) Extend bid closing date from Thursday, September 16, 2021 at 4:00 P.M. (Pacific Time) to Thursday, September 30, 2021 at 4:00 P.M. (Pacific Time).
- 2.) Extend bid questions and answers from Thursday, September 9, 2021 at 4:00 P.M. (Pacific Time) to Friday, September 24, 2021 at 4:00 P.M. (Pacific Time).
- 3.) All Other IFB instructions, specifications, terms, and conditions remain unchanged.

**INVITATION FOR BID**  
BID MUST BE RECEIVED  
PRIOR TO 4:00 P.M. (Pacific Time)



**DATE: October 7, 2021**

FOR  
OFFICE USE ONLY

**BID NUMBER**  
**060-C034110-GL**  
**ADDENDUM#2**

**COUNTY OF ORANGE**  
Sheriff-Coroner Department  
Purchasing Services Bureau  
320 N. Flower St., 2<sup>nd</sup> Floor  
Santa Ana, CA 92703  
**(714) 834-4700**  
Date: September 30, 2021

**Date/Time Stamp**

**COVER PAGE**  
**INVITATION FOR BID**

**Description of Solicitation:**

The County of Orange ("County") is requesting competitive bids to establish a Contract for Emergency Generator Service and Repairs, as more fully detailed in Attachment A – Scope of Work.

This IFB is set forth in the following format:

- Cover Page
- Section 1 – General Information
  - Company Profile
  - References
- Section 2 – Model Contract Terms & Conditions
  - Attachment A – Scope of Work
  - Attachment B – Compensation and Pricing Provisions
- Exhibit I - Bidder Certification, Contractor Performance Evaluation Form and Verification Process
- Exhibit II – County of Orange Local Small Business (OCSLB) Preference and Disabled Veterans Business Enterprise (DVBE) Certification Requirements
- Exhibit III - Orange County Sheriff’s Department Tool Control Policy

Proposed Contract will be effective for three (3) years, renewable for two (2) consecutive, additional one-year terms.

Submitted bids will be valid for 180 days after closing date.

**BID CLOSES AT 4:00 P.M. (Pacific Time) on Thursday, October 7, 2021.**

Public Bid Opening scheduled at 9:00 A.M on Friday, 10/8/2021 and will be held at County of Orange, Sheriff-Coroner/Purchasing Division, 320 N. Flower St., 2<sup>nd</sup> Floor-Purchasing Conference Room, Santa Ana, CA 92703.

<input type="checkbox"/> I have read and understand and agree to the terms and conditions herewith and I am submitting a response and concurrence to this solicitation.		
Company Name: _____ Date: _____		
*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

\* If a corporation, this document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

**RETURN THIS SHEET WITH YOUR RESPONSE**

ADDENDUM # 2 is issued as follows:

1. Modify Attachment A, Scope of Work in its entirety to include additional items.
2. Extend bid closing date from Thursday, September 30, 2021 at 4:00 P.M. (Pacific Time) to Thursday, October 7, 2021 at 4:00 P.M. (Pacific Time).
3. Extend bid questions and answers from Friday, September 24 2021 at 4:00 P.M. (Pacific Time) to Thursday, September 30, 2021 at 4:00 P.M. (Pacific Time).
4. All other IFB instructions, specifications and terms and conditions remain unchanged.

## ATTACHMENT A

### Scope of Work

#### **I. Purpose and Background**

The Orange County Sheriff's Department, has Thirty-Three (33) facilities requiring "as-needed" service and repairs of standby, emergency power generating equipment. Service and repairs to be performed in accordance with manufactures specification, County tasks, duties and all State, Federal and Local laws and regulatory requirements.

In addition to planned service and corrective repairs, County requires emergency services be available twenty-four (24) hours a day, seven (7) days a week.

#### **II. Scope of Work**

Contractor shall perform services per Scope of Work at the locations with Equipment listed below:

Model	MFG	Facility
3406	CATERPILLAR	ALISO VIEJO SOUTH STATION
GGMA-7808817	ONAN	ALTA LAGUNA COMMS SITE
100DGDB	ONAN	BOLERO PEAK COMMS SITE
SR-4	CATERPILLAR	CENTRAL MEN'S JAIL
SR-4	CATERPILLAR	CENTRAL MEN'S JAIL
DG DA-3366395	ONAN	COMMISSARY BUILDING
DFHA-5568891	CUMMINS	CORONER
100DGDB	ONAN	COYOTE HILLS COMMS SITE
DSFAE-7065352	ONAN	DANA POINT COMMUNICATIONS SITE
60DGCBCB	ONAN	GARDEN GROVE COMMS
NPE32-F4	WRICO INTL	INTAKE RELEASE CENTER
7CC061	KOHLER	JAMES A. MUSICK FACILITY
7CC061	KOHLER	JAMES A. MUSICK FACILITY
7CC061	KOHLER	JAMES A. MUSICK FACILITY
7CC061	KOHLER	JAMES A. MUSICK FACILITY
60EN L	ONAN	JAMES A. MUSICK FACILITY
CAT00000E9E01633	CATERPILLAR	JAMES A. MUSICK FACILITY
DGCB-5554773	CUMMINS	JAMES A. MUSICK FACILITY
DGCA-5554759	CUMMINS	KATELLA ACADEMY
100DGDB	ONAN	LA PALMA COMMS SITE
DGCA-4490843	ONAN	LAGUNA BEACH FS2 COMMS SITE
15DKAC	ONAN	LOMA RIDGE COMMS CENTER
E-20-W-JD	INGERSOLL RAND	LOMA RIDGE COMMS CENTER

DASE 0418900	VALLEY POWER PRODUCTS	LOMA RIDGE COMMS CENTER
DASE 0418900	VALLEY POWER PRODUCTS	LOMA RIDGE COMMS CENTER
DGCA-4490839	ONAN	MISSION HOSP LAG. BCH COM SITE
60.OEN-15R/30020	ONAN	MOOREHEAD COMMS SITE
DGCA-5937405	ONAN	NEWPORT BEACH COMMUNICATIONS
150DGFA	ONAN	OLINDA COMMS SITE
125DGEA	ONAN	ORTEGA COMMS SITE
DCA-150USJ	MQ POWER CORP.	R & D BUILDING
DCA-300SSK2	MQ POWER CORP.	R & D BUILDING
12HDKCD-2209B	ONAN	R & D BUILDING
TS35T	BALDOR	R & D BUILDING
4HK1X	ISUZU	R & D BUILDING
DB-1001J	MQ POWER CORP.	R & D BUILDING
DGFC-4959606	ONAN	SADDLEBACK STATION
80DGDA	ONAN	SAN CLEMENTE COMMS SITE
125DGEA	ONAN	SANITATION DISTRICT COMMS SITE
UC1274F13L	ONAN	SANTIAGO PEAK COMMS SITE
C9GS	CATERPILLAR	SHERIFF HEADQUARTERS
UC1274G13L	ONAN	SIERRA PEAK COMMS SITE
100DGDB	ONAN	SIGNAL PEAK COMMS SITE
C30 N6	ONAN	SILVERADO CANYON COMMS SITE
3512	CATERPILLAR	THEO LACY FACILITY
8000DFHB	ONAN	THEO LACY FACILITY
7.5HDKAT41934E	ONAN	TUSTIN ACADEMY
125DGEA	ONAN	YORBA LINDA MWD COMMS SITE

#### Inspection, Testing, Service and Repairs

1. Contractor shall provide "as-needed" inspection, testing, service and repair services.
2. Contractor shall perform ALL service and repairs such that emergency power generators are preserved and restored to effective operational condition and may be effectively used for its designated purpose.
3. Contractor shall provide, all labor, supervision, supplies, tools, transportation (including parking and travel) Personal Protection Equipment (PPE) and all necessary material and equipment to perform routine service and including any special diagnostic or adjustment tools, equipment or instruments and consumables required under manufactures specification.
4. Contractor shall provide County a detailed service or repair timeline for County approval, prior to commencement of work, including number of hours and technicians required to perform and service under terms of the contract.
5. Under no condition, shall Contractor attempt to assign or subcontract any portion of repair or service under the contact.
6. Contractor shall maintain detailed records of each inspection, test, service and repair.
7. Contractor shall provide detailed reporting on additional service or repairs to be coordinated with authorized County representative. All quotes for additional services must contain detailed labor and material changes and shall be approved by County prior to commencement of repair(s).
8. Contractor shall immediately notify authorized County representative of any site conditions or changes that may affect Contractors ability to perform services.

#### Contractor Requirements

1. Contractor shall perform all service and repairs to emergency power generating equipment in accordance with the manufacturer's specifications and recommendations

2. Contractor shall make its best efforts to perform services and repairs in a manner to not impact or interrupt daily County operations. If such impact or interruption is unavoidable, Contractor shall schedule and duly notify authorized County representative of such disruption.
3. Contractors' personnel shall plan all activities to minimize the number of times entering or exiting a facility and restrict all breaks to the absolute minimum.
4. Contractor shall provide sufficient, qualified, trained, experienced and certified, if applicable, personnel to service systems and equipment under the contract. Contractor shall not withhold emergency and/or any service relating to regulatory compliance and/or certification of any County equipment or property for any reason during the term of the contract.
5. All parts and materials shall be new commercial grade, meeting or exceed the Original Equipment Manufacturers (OEM) specifications. Any part or material other than OEM shall be approved by County prior to being utilized.
6. Contractor shall maintain sufficient materials, PPE and supplies "on-hand" to provide services under the terms of the contract.
7. At ALL TIMES Contractor shall keep spill containment equipment and kits sufficient to successfully mitigate spills and protect personnel while performing service and repairs.
8. County will not provide any "on-site" storage of supplies, materials or tools at any County facility.
9. All services and repairs shall be subject to inspection and approval by County prior to acceptance and approval for payment.
10. No payment by County shall be made for any unauthorized or incomplete work.
11. After completion of service or repair, Contractor shall provide County a Work Order report with details on work completed and additional recommended work.
12. Contractor shall be responsible for keeping all work areas clean and free from debris, rubbish and hazardous waste.
13. Contractor shall dispose of all waste off County property and in accordance with all State, Federal and Local laws and regulations.
14. Contractor shall perform all work in accordance with generally accepted industry "best practices" and all health and safety regulations.
15. Contractor shall warranty all labor and materials for a minimum of one (1) year after completion of repairs.
16. Contractor shall repair, at no cost to the County, any and all damages caused by Contractor and shall report all accidents, spills and unusual conditions or activities immediate to authorized County representative, regardless of magnitude.

#### License Requirement

1. Contractor shall at all time, possess current applicable licenses and certificates required by State, Federal and Local regulatory agencies to perform tasks and duties under contract.
2. Contractor shall maintain at minimum, a valid C-10 Electrical Contractor License issued by the California State Contractors' License Board for the term on the contract.
3. Contractor shall furnish all pertinent licenses, permits and or fees necessary to perform work under the contract.

#### Reserved Rights

1. County reserves the right to use County staff to provide services under the contract.
2. County reserves all rights to information or data provided by Contractor without further compensation.
3. The County reserves the rights to add, update, modify and improve equipment using the supplier of its choice. County may request written comments, from Contractor, on any impact affecting Contractors ability to perform any tasks and duties

#### Security, Safety and Personnel

1. Contractor and employees performing services within secured facilities shall be required to submit to background screening. No unscreened or unauthorized personnel shall be allowed to perform any task or duty under the contract.

2. Contractors' personnel shall renew background screening every twelve (12) months, and immediately notify County of any potential changes affecting existing or future clearances.
3. All Contractor personnel shall be identified by a distinctive Contractor logo, emblem or patch attached in a prominent place on an outer garment. In the absence of uniforms, Contractor shall issue alternative identification. Acceptable forms includes, but not limited to business cards, lanyards, or letter on Contractor letterhead. In addition to Contractors ID all Contractors' personnel shall be required to present an acceptable valid government or state identification card (i.e. driver's license, passport or identification card) prior to entering any secured facility.
4. During any performance of work, Contractors' personnel shall closely monitor all tools, equipment and materials.
5. Contractor shall be required to follow a specific Tool and Equipment Control Policy prior to entering and upon exiting any secure facility.
6. Contractor personnel shall not smoke (including use of any form of electronic device), use profanity or inappropriate language while on County property or performing duties or tasks under the contract.
7. Personnel shall not enter a facility, or perform any work on behalf of the County, while under the influence of alcohol, drugs or other intoxicants and shall not have any such items in their possession.
8. Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace.
9. Contractor personnel shall have **NO CONTACT**, either direct or indirect physical, verbal and/or written, with internees in any facility.
10. Contractor personnel shall conduct themselves in a courteous and professional manner, at all times, to County staff and the public.

#### Emergency Services

1. Contractor shall respond within one (1) hour after receiving a County emergency service request, twenty-four (24) hours a day seven (7) days a week.
2. Contractor shall have qualified, authorized technician(s) "on site" within four (4) hours of initial emergency contact.
3. Once dispatched to County, Contractor shall have all repairs completed and facility restored to fully operational status prior to leaving facility, unless otherwise agreed upon by County and authorized County representative duly notified.
4. Contractor shall provide County a Work Order report detailing tasks and duties performed including the following:
  - i. Time of arrival
  - ii. Time of departure
  - iii. Brief summary of service and repair
  - iv. Detail of work performed (including material and parts used)
  - v. Narrative of recommended additional work to be performed or recommended
  - vi. Name and time of individual initiating the emergency call
  - vii. Work or Event Number
  - viii. Signature of County representative

#### Exception

1. County recognizes certain emergencies may arise which require immediate action by Contractor, without obtaining prior authorization from the County. The Contractor may complete requested service:
  - i. If part of an initial emergency service call.
  - ii. If deemed to be an imminent life safety repair by authorized County representative.
2. The Contractor shall obtain the name, rank, and signature of the authorized County representative requesting exception.
3. Contractor shall notify authorized County immediate following emergency action(s).

#### Scheduling

1. Contractors’ personnel shall arrive at service location, as scheduled ready to begin work and perform in a skillful and competent manner.
2. Contractor shall provide a service or repair timeline, to be approved by County. Once approved timeline shall be strictly adhered to and monitored by County.
3. Scheduled services and repairs should be performed during normal operational hours, in coordination with County. Operational service hours are 7:00 a.m. to 5:00 p.m. Mon-Fri (PT), excluding holidays.
4. Authorized County representative must be duly notified, in advance, of any service interruption by Contractor or modification to service or repair timeline.
5. In the event the Contractor dispatches a technician, currently performing service for the County, technician shall ensure all County equipment is returned to full working condition prior to leaving service location; under no circumstances shall Contractor leave County equipment out of service for any period of time, without prior written approval.

Records

1. Contractor shall maintain detailed, true and accurate records of all inspections, tests, service, and repairs. Contractor shall provide original report to County upon request.
2. Contractor shall provide reports to County upon request and shall be provided to County in an editable, unlocked, Microsoft file formats containing ALL requested date and data parameters.
3. Upon completion of each service, Contractor shall provide County a Work Order report detailing work performed. One copy to be left “on-site” with authorized County representative and one signed copy submitted with each corresponding Contractor invoice.
4. All Work Order reports shall contain corresponding information to Contractor invoices (i.e. time of arrival, time of departure, summary of request, detailed (including equipment asset numbers), summary of work performed, summary of additional work required or recommended, name of County representative initiating the service call and Work Order number.
5. Contractor shall submit in writing any condition and/or incident affecting Contractors ability to perform under the contract.

**III. Service Locations**

County has made its best efforts to include and detail equipment inventory, but omissions may exist. Equipment manufacturers identified, but not limited to, Baldor, Caterpillar, Cummins, Ingersoll, Rand, Isuzu, Kohler, MQ Power, Onan, Valley Power, Wrico International and is subject to change.

- A. The following service locations have limited and/or challenging access and require 4 wheel drive and light weight service vehicles.

<b>Orange County Sheriff’s Department</b>	<b>Address</b>
Bolero Peak Comm Site	17151 Santiago Canyon RD, Silverado, CA 92627
Olinda Comm Site	1942 Valencia Ave., Brea, CA 92823
Ortega Comm Site	29882 Ortega Hwy, San Juan Capistrano, CA 92675
Sierra Peak Comm Site	7625 Black Star Canyon, Corona, CA 92882

- B. Other Service Locations:

<b>Orange County Sheriff’s Department</b>	<b>Address</b>
Aliso Viejo Sheriff’s Substation	11 Journey, Aliso Viejo, CA 92656
Central Men’s Jail Facility	550 N. Flower St., Santa Ana, CA 92703
Central Women’s Jail Facility	550 N. Flower St., Santa Ana, CA 92703
Commissary Building	1530 South State College Blvd., Anaheim, CA 92806
Coroner Building	1071 W. Santa Ana Blvd., Santa Ana, CA 92703

Intake Release Center	550 N. Flower St., Santa Ana, CA 92703
Katella Training Academy	1900 W. Katella, Orange, CA 92867
Musick Jail Facility	13502 Musick, Irvine, CA 92618
Research & Development Building	431 The City Dr., Orange, CA 92868
Saddleback Substation	20202 Windrow Dr, Lake Forest, CA 92630
Sheriff Headquarters	550 N. Flower, Santa Ana, CA 92703
Theo Lacy Jail Facility	501 The City Drive South, Orange, CA 92868
Tustin Training Academy	15991 Armstrong Ave., Tustin, CA 92782
Alta Laguna Comm Site	2900 Alta Laguna Blvd., Laguna Beach, CA 92651
Coyote Hills Comm Site	3001 Gilbert St., Fullerton, CA 92833
Dana Point Comm Site	24930 Seagate Dr., Dana Point, CA 29629
Garden Grove Comm Site	13802 Newhope St., Garden Grove, CA 92843
La Palma Comm Site	6569 Valley View St., La Palma, CA 90623
Laguna Beach Comm Site	285 Agate St., Laguna Beach, CA 92651
Loma Ridge Comm Site	2644 Santiago Canyon, Silverado, CA 92676
Mission Hospital Comm Site	31870 Pacific Coast Hwy, Laguna Beach, CA 92651
Moorehead Comm Site	10783 Lookout Dr., Laguna Beach, CA 92651
Newport Beach Comm Site	949 W 16 <sup>th</sup> . St., Newport Beach, CA 92663
Seal Beach Comm Site	2201 Seal Beach Blvd., Seal Beach, CA 90740
Sanitation District Comm Site	22212 Brookhurst, Huntington Beach, CA 92646
Santiago Peak Comm Site	34001 Santiago Canyon, Orange, CA 92676
Signal Peak Comm Site	7314 Ridge Park Rd., Newport Beach, CA 92657
Silverado Canyon Comm Site	29392 Silverado Rd., Silverado, CA 92676
Yorba Linda Comm Site	22177 Stonehaven Dr., Yorba Linda, CA 92887

Service Coordination:

Facilities Operations Service Desk; (714) 935-6606  
 Watch Commander (After hours dispatch); (714) 935-6606  
 Contract Administrator: Elizabeth Ochoa; (714) 935-6841  
 Service Coordination: Provided by County upon contract award

Compliance

Contractor shall ensure generators remain fully operational and in compliance with all State, Federal and Local laws and regulations.

**Question and Answers for Bid #060-C034110-GL - Emergency Generator Service and Repairs****Overall Bid Questions****Question 1**

Are the annual maintenance services included as part of this contract? That would typically include a Major Service with oil and filter changes as well as a Minor Inspection (2 planned services per year). In addition, would load bank services fall under the scope of this contract? These services are typically performed at a flat rate versus being at time and service rates. (Submitted: Sep 30, 2021 2:05:26 PM PDT)

**Answer**

- No, the annual preventative maintenance and load bank services are not part of this scope. (Answered: Oct 5, 2021 4:28:22 PM PDT)

**Question 2**

Is the contract Prevailing Wage and require Certified Payroll as well as being registered with the DIR? (Submitted: Sep 30, 2021 3:30:15 PM PDT)

**Answer**

- Prevailing Wage does not applied for the Emergency Service and Repairs (Answered: Oct 5, 2021 4:28:22 PM PDT)