



**Request for Proposals (RFP)
For
“Janitorial Services”
Request for Proposals No. G057
Issued by:**

Golden Empire Transit District
1830 Golden State Ave
Bakersfield, CA 93301

Proposals must be submitted
**No later than 1:00 PM
February 7, 2014**

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this RFP

For further information regarding this
RFP contact: Susan Eagle
Via Email: seagle@getbus.org

Issued: January 6, 2014

GOLDEN EMPIRE TRANSIT DISTRICT
Janitorial Services
Request for Proposal #G057

NOTICE IS HEREBY GIVEN that sealed proposals are invited by the Golden Empire Transit District, a public transit district, for: "Janitorial Services," all in strict conformance with Contract Documents and Specifications therefore, entitled "Janitorial Services" being on file in the offices of the Golden Empire Transit District at 1830 Golden State Avenue, Bakersfield, California.

Each proposal must be contained in a sealed envelope stating: "Janitorial Services" Attention: "Purchasing Agent" and filed at the offices of the Golden Empire Transit District, 1830 Golden State Avenue, Bakersfield, California, 93301-1012 at or before 1:00 PM PST, February 7, 2014.

Copies of the Contract Documents and Specifications may be obtained at the office of the Purchasing Agent of the Golden Empire Transit District at 1830 Golden State Avenue, Bakersfield, California or by email – Susan Eagle - seagle@getbus.org. Each proposal shall be submitted on a form prepared by the Golden Empire Transit District. No proposal may be withdrawn for a period of one hundred and twenty (120) days after opening. The District will not reimburse the bidders for cost incurred in the preparation of their proposals.

All bidders are required to read and completely familiarize themselves with the terms and conditions of the projects Contract Documents and Specifications, and to submit all necessary paperwork required of the bidder as specified in "Part I Terms and Conditions".

The District reserves the right to postpone proposal opening, accept or reject any and all bids and to waive any informality in any proposal, all as the District deems to be in its own best interests.

GOLDEN EMPIRE TRANSIT DISTRICT
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General:

Golden Empire Transit District owns four facilities as described below:

1. Administrative and Maintenance buildings located at 1830 Golden State Avenue, Bakersfield.
2. Transit Center located at 2129 Chester Avenue, Bakersfield.
3. Transit Center located at 1912 Wible Road adjacent to Valley Plaza Mall, Bakersfield.
4. Bakersfield College Transit Transfer Site located at 1801 Panorama Drive, Bakersfield.

The District's wish is to contract for janitorial / custodial services for the above described facilities. Services provided shall be scheduled and performed to meet the standards and conditions described in the Scope of Work, Specifications, and Attachments.

Schedules:**1830 Golden State Avenue:**

The facility will be cleaned in accordance with the schedule reflected on:

Attachment 1. All described work shall be performed as scheduled, schedule adjustments shall be made only with the specific written approval of the District.

22nd Street Transit Center:

The facility will be cleaned in accordance with the schedule reflected on:

Attachment 2. All described work shall be performed as scheduled, schedule adjustments shall be made only with the specific written approval of the District.

Wible Road Transit Center:

The facility will be cleaned in accordance with the schedule reflected on:

Attachment 3. All described work shall be performed as scheduled, schedule adjustments shall be made only with the specific written approval of the District.

Bakersfield College Transfer Site:

The facility will be cleaned in accordance with the schedule reflected on:

Attachment 4. All described work shall be performed as scheduled, schedule adjustments shall be made only with the specific written approval of the District.

**GOLDEN EMPIRE TRANSIT DISTRICT
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Golden Empire Transit District is committed to the preservation of the planet. We are committed to reducing our impact on the environment and require the same commitment from Contractors who perform services for the District. The Contractor should be aware that the products, activities and services proposed by the Contractor will be evaluated before the award of a contract and while services are being performed. Golden Empire Transit reserves the right to change any product or activity under this contract to assure we are meeting our environmental commitments.

Performance Standards / Liquidated Damages:

The Contractor is responsible for all of the work described in the specifications and attachments. Failure by the Contractor to perform the work as described and scheduled will result in Liquidated Damages as reflected in the Liquidated Damages – Attachment 5. The District shall notify the Contractor at the time schedule or performance deficiencies are discovered. Liquidated damages will be assessed and deducted from the Contractor's monthly invoice for service.

Supervision of Contractor Personnel:

The Contractor shall be responsible for selection, training, and assignment of personnel to perform the work. However, the District reserves the right of approval of all personnel assigned to perform work on District premises. Contractor's personnel will be subject to occasional supervision by the District personnel including but not limited to District's Managers, Supervisors and employees. This supervision would include request for immediate clean-up or re-supply of restrooms, clean-up of spills or other unsafe, unsanitary, and undesirable conditions discovered at any of the facilities.

The Contractor is responsible for providing Supervision for the services provided. Supervision will be responsible for directing the workforce, quality assurance, contract adherence and responding to emergency clean-up situations. The supervisor will be the point of contact with the District's staff.

Golden Empire Transit District operates transportation service to the greater Bakersfield City area 365 days a year. Contractors should be aware that Golden Empire Transit District is seeking janitorial services for everyday of the year including major holidays.

Contract Award:

Contract award shall be determined by the evaluation of the proposal and its overall completeness to the required specifications and what is the most advantageous and favorable for Golden Empire Transit District. The lowest responsive and responsible proposer is not guaranteed the award of the contract.

GOLDEN EMPIRE TRANSIT DISTRICT Janitorial Services Request for Proposal #G057

ATTACHMENT 1

Administration and Maintenance Facility

Schedule Administration offices:

Administration offices, board room, and entry area will be cleaned five (5) days per week, Monday through Friday. The driver's break room, dispatch offices, common areas, restrooms and Operations office's shall be cleaned daily seven (7) days per week. The majority of the cleaning shall be accomplished during off business hours. The regular offices hours are 8:00 A.M. to 5:30 P.M. for all areas except the Operations areas, which are occupied from 4:00 A.M. to 12A.M.

Schedule Maintenance offices:

The Maintenance offices will be cleaned daily, five (5) days per week, Monday through Friday. The maintenance break room and restroom shall be cleaned seven (7) days per week. Cleaning for the offices shall be accomplished during off business hours. The regular office hours are 7:00 A.M. to 5:00 P.M. The maintenance break room and restroom cleaning will be cleaned three times per a day between the hours of 6:30 A.M. and 9:00 P.M.

Schedule Administration Modular offices:

All offices, break rooms and common areas will be cleaned daily, five (5) days per week, Monday through Friday. Cleaning for the offices shall be accomplished during off business hours. The regular office hours are 8:00 A.M. to 8:00 P.M.

Standards of Performance/ Frequency:

Note: Unless otherwise specified the following will be performed daily.

Administration, Marketing, Maintenance and Safety & Training Building Offices**Cleaning of office areas shall include the following at a minimum:**

- Vacuum carpets areas.
- Empty trash and recycling containers.
- Empty shredder.
- Wipe down all hard surfaces-desk, tables, bookcases, counters and etc.
- Dry wipe or dust window sills, computer monitors, telephones, adding machines, etc.
- Sanitize telephone handsets.
- Clean doors and handles.
- Dust corners, **cobwebs are unacceptable.**
- Clean inside windows and blinds. (Weekly)
- Clean air vents and light diffusers – (Weekly)
- Upholstered furniture vacuumed. (Weekly)
- Clean exterior office windows. (Weekly)
- Shampoo carpets (Monthly)

Common Areas / Hallways / Patio:

- Vacuum carpet areas.
- Mop tile hallways and common areas.

- Clean vending machines, refrigerators and drinking fountains.
- Empty all trash containers.
- Empty all recycling cans.
- Dust window sills.
- Clean glass doors.
- Clean cobwebs from exterior lighting.
- Wipe down all hard surface- counters, desk, files, tables, etc.
- Replenish paper towel, soap and hand sanitizer dispensers.
- Clean patio furniture.
- Empty trash and recycling containers on the patio.
- Empty ash trays around the facility.
- Washing the deck and ramp of the modular building. (Weekly)
- Clean interior windows. (Weekly)
- Shampoo carpets. (Quarterly)

Maintenance Break room:

- Clean vending machines, book shelves, ice machine, microwave, sinks, refrigerator, bulletin boards and drinking fountain.
- Sweep and mop tile floors.
- Clean all tables, chairs and hard surfaces.
- Replenish paper towel, soap and hand sanitizer dispensers.
- Replenish toilet paper and toilet seat cover dispensers.
- Clean bathroom sinks, toilets, urinals and lockers.
- Clean stall partitions.
- Clean inside windows, doors and glass.
- Clean walls and corners. **Cobwebs are not acceptable.**
- Bathroom tile floors power scrubbed. (Monthly)

Administration Break room:

- Clean microwave and coffee machine.
- Clean refrigerator.
- Empty trash containers
- Empty recycling containers
- Vacuum carpet.
- Mop floor
- Replenish paper towel and soap dispenser.
- Clean tables, counters, cabinets and hard surfaces.
- Clean window sills.
- Clean interior glass (Weekly)
- Clean chairs (Weekly)

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ATTACHMENT 2

Downtown Transit Center

Schedule:

The downtown Transit Center located at 2129 Chester Avenue operates seven days per week. Hours of operation are from 6:00 A.M. to 11:00 P.M., Monday through Friday; 6:00 A.M. to 7:00 P.M. on Saturday; 7:00 A.M. to 6:00 P.M. on Sundays. The contractor shall be responsible for providing at least two employees on the premises for all hours of operation.

Standards of Performance/ Frequency:

Restrooms:

The restrooms shall be kept clean and sanitary at all times. At least hourly the restrooms shall be checked to ensure that all fixtures are clean and in good working order. Inoperable fixtures shall be reported to the District immediately upon discovery. Dispensers shall be kept adequately supplied to prevent inconvenience to the public. Floors shall be kept clean and free of debris, trash, water, etc. Trash receptacles will be emptied regularly with new liners installed each time emptied. Graffiti will be promptly removed. Graffiti damage not removable (etching, scratching, etc.) will be reported to the District's Facility Supervisor immediately upon discovery. The public bathroom interior walls will be cleaned with a steam cleaner from top to bottom twice a week or as needed to promote the best possible appearance.

Sidewalks and Passenger Platforms:

Sidewalk and passenger platforms will be kept clean and free of debris, trash, spills, chewing gum, and other slip/fall/trip hazards at all times. Any defects in the pavement or other walking surface which cannot be immediately remedied through routine cleaning or sweeping must be reported to the District's Facility Supervisor immediately. Graffiti shall be removed from map cases, pillars, light fixtures, seating areas; public telephones, etc. Graffiti damage not removable (etchings, scratching, etc.) will be reported to the District's Facility Supervisor immediately upon discovery. Passenger platforms will be (steam cleaned) on a regular schedule of at least twice per week. Drinking fountains shall be cleaned frequently and cobwebs removed from overhead covers quarterly.

Trash Receptacles:

Trash receptacles will be emptied regularly with new liners installed each time emptied. Exterior of receptacles shall be kept clean and free of liquid spills, graffiti, etc. The trash dumpster area shall be kept clean and orderly accumulation of debris and trash on the ground around the dumpster area is not permitted.

Customer Service Office:

The customer service office operates seven days per week. Office hours are 6:30 A.M. to 10:45 P.M., Monday through Friday, and 6:30 A.M. to 7:15 P.M. on Saturday and Sunday.

The office requires cleaning daily, during regular office hours. Cleaning will include mopping the floor, wiping down of all hard surfaces, window cleaning – inside and outside, light diffusers, blinds, and air vents; regular cleaning (damp wiping) of the outside customer service counter is also required. There shall be no accumulations of dust or cobwebs present within the office area or around the exterior customer service counters, windows, security shade hardware, etc.

Planters:

The Planters areas located on the property must be kept free of litter and debris. And cigarette receptacles cleaned on a regular basis.

Customer Seating:

Customer seating furniture will be kept clean and free of graffiti. Broken or damaged seats or seats with graffiti that can't be removed must be reported to the District Facility Supervisor upon discovery.

Traffic Lanes and Bus Parking Area:

The traffic lanes and bus parking stalls will be kept clean and free of litter or debris. Liquid spills from vehicles will be immediately reported to the District's Facility Supervisor.

Vending Machine Area:

The area around and adjacent to the vending machine shall be kept clean and free of debris, litter and liquid spills. Exterior of the equipment shall be kept clean.

Materials and Supplies:

The contractor shall supply all tools, equipment, personal protection equipment and cleaning supplies necessary to complete the cleaning and preventive maintenance work specified. Golden Empire Transit will supply the following expendable / disposable items:

Toilet paper, facial tissue, tampons, hand towels and soap.

MSDS Compliance:

All chemicals, cleaning agents, waxes, polishes and the like used by the contractor must be approved by Golden Empire Transit District. Material Safety Data Sheets shall be available for review and information for all materials stored or used on the Golden Empire Transit properties. All janitorial employees must be trained on the proper personal protection equipment needed to perform the janitorial duties.

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ATTACHMENT 3

Wible Road Transit Center

Schedule:

The Wible Road Transit Center located at 1912 Wible Road, operates seven days per week. Hours of operation are from 6:00 A.M. to 11:00 P.M., Monday through Friday; 6:00 A.M. to 8:00 P.M. on Saturday and Sunday.

Standards of Performance/ Frequency:

Restrooms:

The restrooms shall be kept clean and sanitary at all times. At least hourly the restrooms shall be checked to ensure that all fixtures are clean and in good working order. Inoperable fixtures shall be reported to the District's Facility Supervisor immediately upon discovery. Dispensers shall be kept adequately supplied to prevent inconvenience to the public. Floors shall be kept clean and free of debris, trash, water, etc. Trash receptacles will be emptied regularly with new liners installed each time emptied. Graffiti will be promptly removed, graffiti damage not removable (etching, scratching, etc.) will be reported to the District's Facility Supervisor immediately upon discovery. The public bathroom interior walls will be cleaned with a steam cleaner from top to bottom twice a week or as needed to promote the best possible appearance.

Sidewalks and Passenger Platforms:

Sidewalk and passenger platforms will be kept clean and free of debris, trash, spills, chewing gum, and other slip/fall/trip hazards at all times. Any defects in the pavement or other walking surface which cannot be immediately remedied through routine washing or sweeping must be reported to the District's Facility Supervisor immediately. Graffiti shall be removed from map cases, pillars, light fixtures, seating areas; public telephones, etc. Graffiti damage not removable (etchings, scratching, etc.) will be reported to the District's Facility Supervisor immediately upon discovery.

Planters:

The planters, fence line and surrounding platform areas located on the property must be kept free of litter and debris.

Traffic Lanes and Bus Parking Area:

The traffic lanes and bus parking stalls will be kept clean and free of litter or debris. Liquid spills from vehicles will be immediately reported to the District's Facility Supervisor.

Vending Machine Area:

The area around and adjacent to the vending machine shall be kept clean and free of debris, litter and liquid spills. Exterior of the equipment shall be kept clean and free of spills, stains, etc. The interior of the vending room shall be kept clean. This includes the walls, floors, ceiling, counters, light fixtures and shutters.

Customer Seating:

Customer seating furniture will be kept clean and free of graffiti. Broken or damaged seats or seats with graffiti that can't be removed must be reported to the District Facility Supervisor upon discovery.

Materials and Supplies:

The contractor shall supply all tools, equipment, personal protection equipment and cleaning supplies necessary to complete the cleaning and preventive maintenance work specified. Golden Empire Transit will supply the following expendable / disposable items:
Toilet paper, facial tissue, tampons, hand towels and soap.

MSDS Compliance:

All chemicals, cleaning agents, waxes, polishes and the like used by the contractor must be approved by Golden Empire Transit District. Material Safety Data Sheets shall be available for review and information for all materials stored or used on the Golden Empire Transit properties. All janitorial employees must be trained on the proper personal protection equipment needed to perform the janitorial duties.

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ATTACHMENT 4

Schedule:

The Bakersfield College Transit Center operates seven days per week. Hours of operation are 7:00 A.M. to 9:00 P.M. 7 days a week. The District seeks 7 day a week janitorial services between the hours of 6:00P.M. – 9:00P.M.

The Contractor or his Supervisor will be responsible for closing and securing the building each evening. The restrooms will be cleaned just before closing each evening, so the restrooms are presentable each morning.

Standards of Performance:**Restrooms:**

The restrooms toilets, urinals, sinks, walls, partitions and baby changers shall be cleaned daily. All plumbing fixtures shall be checked for properly operation. Inoperable fixtures shall be reported the District's Facility Supervisor immediately. Dispensers shall be kept adequately supplied to prevent inconvenience to the public. Graffiti will be promptly removed and graffiti damage not removable (etching, scratching, etc.) will be reported to the District's Facility Supervisor immediately. Interior walls will be pressure washed twice a week to promote the best possible appearance.

Sidewalks and Passenger Platforms:

Sidewalk and passenger platforms will be kept clean and free of debris, trash, spills and chewing gum. Any defects in the pavement or other walking surface which cannot be immediately remedied through routine washing or sweeping must be reported to the District Facility Supervisor immediately. Graffiti shall be removed from map cases, pillars, light fixtures, passenger shelters, seating areas. Graffiti damage not removable (etchings, scratching, etc.) will be reported to the District immediately.

Exterior Building:

The exterior of the building must be kept clean and in good appearance. The Contractor is responsible for graffiti removal, cleaning the eaves of the building, cleaning the map cases, removing cobwebs and washing the building when required. The building has exterior lights and cameras.

Trash Receptacles:

Trash receptacles will be emptied regularly with new liners installed each time emptied. Exterior of receptacles shall be kept clean and free of liquid spills, graffiti, etc.

Planter:

The planter must be kept free of litter and debris.

Shelters and Sidewalks:

The shelters and surrounding areas must be kept free from liter including the sidewalk and street parking area. Shelters and sideways must be pressure washed twice a week.

Customer Seating:

Customer seating furniture will be kept clean and free of graffiti. Broken or damaged seats must be reported to the District upon discovery. Graffiti that cannot be immediately removed must be reported the District upon discovery.

Materials and Supplies:

The contractor shall supply all tools, equipment and supplies necessary to complete the cleaning and preventive maintenance work specified. Golden Empire Transit will supply the following expendable / disposable items:

Toilet paper, hand towels and soap.

MSDS Compliance:

All chemicals, cleaning agents, waxes, polishes and the like used by the contractor must be *approved by Golden Empire Transit District. Material Safety Data Sheets shall be available for review and information for all materials stored or used on the Golden Empire Transit properties.* All janitorial employees must be trained on the proper personal protection equipment needed to perform the janitorial duties.

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ATTACHMENT 5

Schedule of Liquidated Damages

Specific Deficiency:	Assessment
Supervisor not on site or duty	\$250.00
Shift uncovered / Personnel not on site	\$500.00
Carpets not shampooed	\$500.00
Passenger platform, building or bathroom not pressure cleaned	\$400.00
Windows not cleaned	\$200.00
Bathroom not cleaned	\$200.00
Break room not cleaned	\$150.00
Floor not stripped & waxed	\$100.00
Office not cleaned (each)	\$100.00
Dumpster litter	\$100.00
Litter planter / plant box	\$100.00
Passenger platform litter	\$100.00

Floor not mopped	\$100.00
Upholstered furniture not vacuumed (each)	\$50.00
Office not vacuumed (each)	\$50.00
Blinds not cleaned (each)	\$50.00
Light diffusers (each)	\$50.00
Supplies not replenished (each)	\$50.00
Dirty/full trash receptacles (each)	\$50.00
Dirty work surfaces (each)	\$50.00
Passenger platform litter	\$50.00
Vending machine / refrigerator / microwave dirty (each)	\$50.00
Unreported graffiti / graffiti present	\$50.00
Unreported bathrooms fixture damage	\$50.00
Non-cleaning of storage rooms	\$50.00

Repeated assessments may result in termination of the contract.

The District will notify the contractor in writing with the time, date location and specific deficiency found prior to application of Liquidated Damages. Penalties will be deducted from the monthly invoice; copies of all applicable notices of deficiencies will be mailed with the monthly remittance.

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BID FORM

To: Golden Empire Transit District

Pursuant to and in compliance with your Request for Proposals, calling for bids and related documents, the undersigned bidder, having familiarized himself with the terms and conditions of the contract, the local conditions affecting the performance of the contract, the cost of the work at the place where the work is to be done and the drawings and specifications and other contract documents, proposes and agrees to perform the contract within the time stipulated; including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with this proposal and all in strict conformity with the drawings and specifications and other contract documents, including addenda number _____.

The bidder has carefully examined the plans and specifications for this project prepared and furnished by Golden Empire Transit District and acknowledge their sufficiency.

It is understood and agreed that the work under the contract shall commence by the bidder, if awarded the contract, on the date to be stated in Golden Empire Transit District's "Notice to Proceed."

I, the bidder identified below, declare under penalty of perjury, that the information provided and representations made in this bid are true and correct and that this declaration was executed on:

_____ day of _____, 2014

NAME OF BIDDER: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____ DATE: _____

GOLDEN EMPIRE TRANSIT DISTRICT
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BID FORM

Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

Name of Bidder: _____

Corporate or
Company Name: _____

Address: _____

Telephone: _____

Fax: _____

Date: _____

Signature: _____

PART I

COMMERCIAL TERMS AND CONDITIONS (Services)

Proposals are requested for the Scope of Work enclosed.

1. CONTRACT DOCUMENTS

- a. All terms and conditions included in this solicitation will be incorporated into any resultant contract.
- b. It is the intent of the District to award a firm fixed price contract for this procurement.
- c. The District is exempt from Federal Excise and Transportation Taxes. The District will furnish necessary exemption certificate upon request. Any sales tax, use tax, imposts, revenues, excise or other taxes, which are now or which may hereafter be imposed by Congress, by a state or any political subdivision hereof and applicable to the sale or the material delivered as a result of proposal and which, by the terms of the tax law, must be passed directly to GET and will be paid by GET.

2. FORM OF PROPOSALS

Proposals shall be submitted only on the Proposal Form, furnished to contractors. Proposals submitted on any other form will be considered non-responsive and WILL BE REJECTED. The only acceptable method of modifying a proposal is by letter, if it is received by the person assigned to open proposals prior to the time set for opening of proposals.

3. RECEIPT OF PROPOSALS

- a. Sealed proposals, an original and two (2) copies will be received by:

**Golden Empire Transit District
1830 Golden State Avenue
Bakersfield, CA 93301**

The proposal opening will occur at the time and date specified in the announcement.

(There will not be a public opening for this RFP)

- b. The District reserves the right to postpone proposal opening for its own convenience, to reject any or all proposals, and to cancel the requirements at any time prior to proposal opening and return all proposals unopened.

4. DISCREPANCIES

If a Contractor becomes aware of any discrepancy, ambiguity, error or omission, it shall be reported immediately to the District's Chief Executive Officer, who will determine the necessity for clarification.

5. APPEAL PROCEDURES

Requests for approved equals, clarifications of specifications, and protest of specifications must be received by the District in writing 10 workdays before proposal opening. Requests must be addressed as listed in Item 3 and be clearly marked on the outside of the envelope: "NOT A PROPOSAL". Any request for an approved equal or protest of the specifications must be fully supported with technical data, test results, or other pertinent information as evident that the substitute offered is equal to or better than the specification requirements. The burden of proof as to the equality, substitutability, and the compatibility of proposed alternates or equals shall be upon the Contractor, who shall furnish all necessary information at no cost to the District. The District shall be the sole judge as to the quality, substitutability and compatibility of the proposed alternates or equals.

6. ADDENDA

A. Clarification or any other notice of a change in the Proposal Documents will be issued only by the District's Chief Executive Officer and only in the form of written addenda mailed or otherwise delivered to the address of record of each Contractor. Each addendum will be numbered and dated. Under extreme circumstances, an addendum may be in the form of a

telegraph. Oral statements or any instructions in any form, other than addenda as described above, shall have no consideration.

B. Each addenda received during the proposal period shall be acknowledged in the designated space on the Proposal Form with the information therein requested. If none are received, the words "no addenda received" shall be written in the said space.

7. RECEIVING PROPOSALS

Proposals received will be kept unopened until the date and time of the proposal opening. The person whose duty it is to open the proposals will determine when the time stated above has arrived and no proposal received thereafter will be considered.

8. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn only by signature of Contractor, provided the request is received by the person whose duty it is to open proposals prior to the time fixed for proposal opening. Each proposal opened will be considered to be a valid offer, and may not be withdrawn for a period of thirty (30) calendar days following opening of proposals, unless the Contractor is given written notice that the proposal is unacceptable.

9. EVALUATION OF PROPOSALS

Proposals will be evaluated as stated in the Scope of Work.

10. AWARD OR REJECTION OF PROPOSAL

- a. Award may be made to the lowest responsive and responsible Contractor or Contractors whose proposal meets the minimum requirements and conditions set forth in the technical specifications/ Scope of Work.
- b. Discount for prompt payment of less than fifteen (15) days offered by the Contractor will not be used in the evaluation or award process.
- c. The District reserves the right to REJECT ANY OR ALL proposals or any item or part thereof, or to waive any informality in proposals when it is in the best interest of the District to do so.
- d. The District also reserves the right to award its total requirements to one Contractor or to apportion those requirements among several Contractors, as the District may deem it to be in its best interest.

11. PRE-CONTRACTUAL EXPENSES

Contractors are responsible for all pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the Contractor in 1) preparing the proposal in response to this invitation; 2) submitting that proposal to the District; 3) negotiating with the District any matter related to this proposal; or 4) any other expenses incurred by Contractor prior to date of award.

12. PAYMENT

- a. Payment Schedule and Invoicing
1. Payment for equipment, material, and/or services shall be made 30 days after receipt of invoice.
 - a. Proper and complete billing (including support) is received by District.
 - b. Acceptance by the District of the equipment, materials and / or services in accordance with the Scope of Work.
 - c. Contractual agreements set forth between the District and the Contractor.

Prime Contractor and Subcontractor Payments (if applicable)

Prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from receipt of each payment the prime contractor receives from the District. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the District.

13. DELAYS

a. Unavoidable Delays

If services under the contract should be unavoidably delayed, the District's Chief Executive Officer shall extend the time for completion of the contract for the determined number of days of excusable delay. A delay is unavoidable only if the delay was not reasonably expected to occur in connection with or during the Contractor's performance, and was not caused directly or substantially by acts, omissions, negligence or mistakes of the Contractor, the Contractor's subs, or their agents, and was substantial and in fact caused the Contractor to miss delivery dates, and could not adequately have been guarded against by contractual or legal means. Delays beyond control of the District or caused by the District will be sufficient justification for delay of services and Contractor will be allowed a day for day extension.

b. Notification of Delays

The Contractor shall notify the District Staff as soon as the Contractor has, or should have, knowledge that an event has occurred which will delay delivery or installation. Within five (5) calendar days, the Contractor shall confirm such notice in writing, furnishing as much detail as available.

c. Request for Extension

The Contractor agrees to supply, as soon as such data are available, any reasonable proofs that are required by the District's Chief Executive Officer to make a decision on any request for extension. The District's Chief Executive Officer shall examine the request and any documents supplied by the Contractor and shall determine if the Contractor is entitled to an extension and the duration of such extension. The District's Chief Executive Officer shall notify the Contractor of his decision in writing. It is expressly understood and agreed that the Contractor shall not be entitled to damages or compensation and shall not be reimbursed for losses on account of delays resulting from any cause under this provision.

14. CHANGE ORDERS

a. Contractor Changes

Any proposed change in this contract shall be submitted to the District's Chief Executive Officer for prior written approval.

b. District Changes

1. No change in this contract shall be made unless the District's Chief Executive Officer issues his prior written approval thereto. Oral change orders are not permitted. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting any specification change not properly ordered by written modification to the contract and signed by the District's Chief Executive Officer.

2. Contractor is expected to proceed with change and if District is responsible for a delay in delivery of services, a day for day extension to the delivery of services will be allowed.

3. Within seven (7) calendar days after receipt of the written change order to modify the contract, the Contractor shall submit to the District a detailed price and schedule proposal for the work to be performed. This proposal shall be accepted or modified by negotiations between the Contractor and the District. At the time a detailed modification shall be executed in writing by both parties. Disagreements that cannot be resolved with negotiations shall be resolved in accordance with the contract disputes clause. Regardless of any disputes, the Contractor shall proceed with the work ordered.

15. INSURANCE

a. During the performance hereunder and at Contractor's sole expense, Contractor shall procure and maintain the following insurance and shall not of its own initiative cause such insurance to be cancelled or materially changed during the course of herein contract for proposal.

1. Workers' Compensation Insurance with the limits established and required by the State of California;

2. Comprehensive General Liability, Product/Completed Operations Liability, Contractual Liability, Independent Contractors Liability, and Automobile Insurance with at least the following limits of liability:
 - a. Primary Bodily Injury Liability limits of \$1,000,000 per occurrence;
 - b. Primary Property Damage Liability limits of \$1,000,000 per occurrence.
- b. Prior to the District's issuance of a CONTRACT, the Contractor must furnish to the District a Certificate of Insurance, which shall certify the Contractor's insurance policy adequately covers the above listed requirements. Documents may be delivered or mailed to said office. Language on the certificate shall confirm the following:
 1. The District is designated as an additional insured on the Comprehensive Liability and Automobile Liability Insurance described hereinabove.
 2. The coverage shall be primary as to any other insurance with respect to performance hereunder.
 3. Thirty (30) days written notice of cancellation or material change to District.

16. LIQUIDATED DAMAGES

The District and bidder recognize that liquidated damages requirements are appropriate if parties to a contract may reasonably expect to incur damages in the form of increase costs resulting from failure to complete services of the contract. Therefore, the District will impose charges for unsatisfactory or substandard work outlined on Attachment 5.

Part II

General Terms and Conditions

1. PROHIBITED INTERESTS

a. Prohibited Interest

The parties hereto covenant and agree that, to their knowledge, no board member, officer, or employee of the District, during his tenure or for one (1) year thereafter has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the District, and that, if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4 of Chapter 1 of Division 4 of Title 1 (commencing with Section 1090) or Division 4.5 of Title 1 (commencing with Section 3600) of the Government Code of the State of California.

b. Interest of Members of or Delegates to Congress

No member of or delegate to the Congress of the United States shall be admitted to any share of or part of this contract or to any benefit arising therefrom.

2. CIVIL RIGHTS.

The following requirements apply to the underlying contract:

(1) NONDISCRIMINATION. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. 2000(d), section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. 12132, and Federal transit law at 49 U.S.C. 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to the underlying contract:

- (a) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 2000e, and Federal transit laws at 49 U.S.C. 5332, the Contractor agrees to comply with all applicable equal employment requirements of U.S. Department of Labor (DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity", as amended by Executive Order No. 11375," Amending Executive Order 11246 Relating to Equal Employment Opportunity, 42 U.S.C. 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
- (b) Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 623 and Federal transit law at 49 U.S.C. 5332, the contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
- (c) Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. 12112, the contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

- (3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

4. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

A. Overtime Requirements.

No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.

B. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the requirements of 29 C.F.R., 5.5(b)(1), the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of 29 C.F.R., 5.5(b)(1) in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty hours without payment of the overtime wages required by 29 C.F.R., 5.5(b)(1).

C. Withholding for Unpaid Wages and Liquidated Damages.

The District shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

D. Subcontracts.

The Contractor or subcontractor shall insert in any subcontract the clauses set forth in this section and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The Prime contractor shall be responsible for compliance by any subcontractor to lower tier subcontractor with the clauses set forth in this section.

5. NONCONSTRUCTION CONTRACTS

A. The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completions of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

B. Contract Work Hours and Safety Standards Act.

The Contractor agrees to comply with section 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. section 333, and applicable DOL regulations, "Safety and Health Regulations for Construction" 29 C.F.R. Part 1926. Among other things, the Contractor agrees that it will not require any laborer or mechanic to work in unsanitary, hazardous, or dangerous surroundings or working conditions.

C. Subcontracts.

The Contractor also agrees to include the requirements of this section in each subcontract. The term subcontract under this section is considered to refer to a person who agrees to perform any part of the labor or material requirements of a contract for construction, alteration or repair. A person who undertakes to perform a portion of a contract involving the furnishing of supplies or materials will be considered a subcontractor" under this section if the work in question involves the performance of construction work and is to be performed: (1) directly on or near the construction site, or (2) by the employer for the specific project on a customized basis. Thus, a supplier of materials which will become an integral part of the construction is a "subcontractor" if the supplier fabricates or assembles the goods or materials in question specifically for the construction project and the work involved may be said to be a construction activity. If the goods or materials in question are ordinarily sold to other customers from regular inventory, the supplier is not a "subcontractor". The requirements of this section do not apply to contracts or subcontracts for the purchase of supplies or material or articles normally available on the open market.

6. DISADVANTAGE BUSINESS ENTERPRISE

Golden Empire Transit District shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Golden Empire Transit District of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and /or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

7. LIABILITIES AGAINST PROCURING AGENCY

The Contractor shall indemnify, keep and save harmless the District, its agents, officials, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgements, costs, and expenses, which may accrue against the District arising out of or resulting from the Contractor's acts or omissions, including acts or omissions of its employees, servants and agents.

8. OMISSION

Notwithstanding the provision of drawings, technical specifications, or other data by the District, the Contractor shall have the responsibility of supplying all drawings and details required to make the project complete and ready for service even though such details may not be specifically mentioned in the drawings and specifications.

9. PRIORITY

In the event of any deviation between the description of the equipment in the Technical Specifications and other parts of this document, the specifications shall govern.

10. PRICE ADJUSTMENT FOR REGULATORY CHANGE

If price adjustment is indicated, either upward or downward, it shall be negotiated between the District and the Contractor for changes that are mandatory as a result of legislation or regulations that are promulgated and become effective between the date of bid opening and the date of manufacture. Such price adjustment may be audited where required.

11. REPAIRS AFTER NONACCEPTANCE

- a. The District may require the Contractor, or its designated representative to perform the repairs after non-acceptance or the work may be done by the District's personnel with reimbursement by the Contractor.
- b. Repairs by Contractor
 1. If the District requires the Contractor to perform repairs after nonacceptance of the equipment, the Contractor's representative must begin work within five (5) working days after receiving written notification from the District of failure of acceptance tests. The District shall make the equipment available to complete repairs timely with the Contractor repair schedule.
 2. The Contractor shall provide, at its own expense, all spare parts, tools, and space required to complete the repairs.
- c. Repairs by District
 1. Parts Used: If the District decides to perform the repairs after nonacceptance of the equipment, it shall correct or repair the defect and any related defects using Contractor-specified parts available from its own stock or those supplied by the Contractor specifically for this repair. Reports of all repairs covered by this procedure shall be submitted by the District to the Contractor for reimbursement or replacement of parts. The Contractor shall provide forms for these parts.
 2. Contractor Supplied Parts: If the Contractor supplies parts for repairs being performed by the District after nonacceptance of the equipment, these parts shall be shipped prepaid to the District from any source selected by the Contractor within 10 working days after receipt of the request for said parts.
 3. Return of Defective Components: The Contractor may request that parts covered by this provision be returned to the manufacturing plant. The total cost for this action shall be paid by the Contractor.
 4. Reimbursement for Labor: The District shall be reimbursed by the Contractor for labor. The amount shall be determined by multiplying the number of man-hours actually required to correct the defect by a per hour, per technician straight wage rate of \$85.00.
 5. Reimbursement for Parts: The District shall be reimbursed by the Contractor for defective parts that must be replaced to correct the defect. The reimbursement shall include taxes where applicable and 25 percent handling costs.

12. TERMINATION OF CONTRACT

- a. Termination for Convenience
 1. The procurement under this CONTRACT may be terminated by the District in accordance with this clause in whole, or from time to time in part, whenever the District shall determine

that such termination is in its best interest. Any such termination shall be effected by delivery to the Contractor of a notice of termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

2. After receipt of a notice of termination, and except as otherwise directed by the District, the Contractor shall:
 - a. stop work under the contract on the date and to the extent specified in the notice of termination;
 - b. place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under the contract as is not terminated;
 - c. terminate all orders and subcontracts as to the extent that they relate to the performance of work terminated by the notice of termination;
 - d. assign to the District, in the manner, at the time, and to the extent directed by the District, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the District shall have the right, in its discretion to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
 - e. settle all outstanding liabilities and all claims arising out of such termination of orders and subcontract, with the approval and ratification of the District, to the extent that may be required, which approval or ratification shall be final for all the purposes of this clause;
 - f. transfer title to the District and deliver in the manner, at the time, and to the extent, if any, directed by the District, the fabricated or unfabricated parts, works in process, completed work, supplies, and other material produced as a part of, or acquired in connection with the performance of, the work terminated, and the completed or partially completed plans, drawings, information and other property which, if the contract had been completed, would have been required to be furnished to the District;
 - g. use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the District, any property of the types referred to above, provided, however, that the Contractor shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the District, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the District to the Contractor under this contract or shall otherwise be credited to the price or cost of the work covered by this contract or paid in such other manner as the District may direct;
 - h. completed performance of such part of the work as shall not have been terminated by the notice of termination; and

- i. take such action as may be necessary, or as the District may direct, for the protection or preservation of the property related to this contract which is in the possession of the Contractor and in which the District has or may acquire an interest.
- b. Termination for Default
 1. The District may, by written notice of default to the Contractor, terminate the whole or any part of this contract, if the Contractor fails to make delivery of the equipment or to perform the services within the time specified herein or any extension thereof; or if the Contractor fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the District may authorize in writing) after receipt of notice from the District specifying such failure.
 2. If the contract is terminated in whole or in part for default, the District may procure, upon such terms and in such manner as the district may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable to the District for any excess costs for such similar supplies or services, and shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
 3. Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
 4. Payment for completed equipment delivered to and accepted by the district shall be at the contract price. The District may withhold from amounts otherwise due the Contractor for such completed equipment such sum as the District determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.
 5. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the District.
 6. The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

13. DISPUTES

- a. Protests dealing with restrictive specifications or alleged improprieties in the solicitation must be filed no later than eight working days prior to the bid opening or closing. Any other protest must be filed no later than eight working days after award of contract. Protests shall be in writing and addressed to the District's Chief Executive Officer.
- b. The protest will contain a statement describing the reasons for the protest and any supporting documentation. Additional materials in support of the initial protest will only be considered if filed within the time limit specified in paragraph a. The protest will also indicate the ruling or relief desired from the District.
- c. Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract, which is not disposed of by agreement shall be decided by the District, who shall reduce this decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the District shall be final and conclusive. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the District's decision.

14. STATE AND LOCAL DISCLAIMER

The use of many of the suggested clauses is not governed by Federal law, but is significantly affected by State law. The language of the suggested clauses may need to be modified depending on state law, and that before the suggested clauses are used in the grantees procurement documents, the grantees should consult with their local attorney.

RETURN THIS FORM WITH YOUR PROPOSAL

Disadvantaged Business Enterprise

_____ hereby certifies that all reasonable efforts have been made to secure maximum disadvantaged business enterprise (DBE) participation in this contract. *

BY: _____

Authorized Official

Title

Please include on a separate sheet the names, addresses of all DBEs contacted or that will participate in the contract, the scope of work, dollar amount of for each participating DBE. Also describe all efforts which have been made to secure maximum DBE participation.

All participating DBEs must complete the DBE affidavit, attached.

AFFIDAVIT OF DISADVANTAGED BUSINESS ENTERPRISE

I hereby declare and affirm that I am a qualifying DBE as describe in 49 CFR part 26 and that I will provide information to document this fact.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

BY: _____

Title: _____

Date: _____

Janitorial Services Request for Proposal #G057

References

Provide references from established firms or government agencies, (four preferred; two of each type preferred) other than the procuring DEPARTMENT, that can attest to your experience and ability to perform the contract services of this RFP.

Please provide the following information for each reference:

- Company Name
- Contact Person
- Address
- Phone Number

- E-mail address
- Term of contract
- Types of services provided
- Number of employees provided for the services.
- Provide any sub-contractor names and types of services provided for the contracted services.