



Request For Quotations And Qualifications Senior Home Repair Services

RFQ # CDH 2008-001

**County of San Bernardino
Department of Community
Development & Housing
290 North D Street, 6th Floor
San Bernardino, CA 92415**

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I. INTRODUCTION

A. Purpose

1. The County of San Bernardino Department of Community Development & Housing, hereafter referred to as "County", is seeking Quotations from interested and qualified organizations and firms for the provision of Senior Home Repair Services who shall, with his/her own staff employees, perform a wide variety of minor repairs on individual residential homes and mobile homes in the greater San Bernardino area (San Bernardino, Colton, etc), West Valley (Montclair, Chino, etc.), East Valley (Redlands, Yucaipa, etc.), High Desert (Barstow, Victorville, etc.), Low Desert (Yucca Valley, 29 Palms, etc.), Colorado River (Needles, Big River) and Mountains (Crestline, Big Bear, etc.) on an as-needed, flat rate plus materials and/or hourly rate plus materials basis for the period of July 2009 through June 2011. Contracts may include an option for one (1) additional one-year contract extension, contingent on availability of funds and Contractor performance. The County reserves the right to review and renegotiate pricing at the end of the first year of the contract. The number of contracts awarded may or may not be on an all-or-nothing basis and/or by geographical areas. The number of contracts awarded will be determined by the quality of the Quotations received and the County, at its discretion, shall award projects according to the best interest of the County from the pool of qualified Contractors. For specialty trades outside of the scope of the licensees' authority, the County reserves the right to solicit competitive bids from contractors not included in this REQUEST FOR QUOTATION AND QUALIFICATIONS. There is no guarantee of the award of any contract and no guarantee of any amount of work.
2. Funding for this program is provided by HUD and is subject to HUD Title 24 CFR Part 24. For more information visit <http://ecfr.gpoaccess.gov/>
3. Proposer can download this REQUEST FOR QUOTATION AND QUALIFICATIONS (RFQ) at the San Bernardino County Purchasing Website, <http://www.co.san-bernardino.ca.us/RFQ/RFQlist.htm>.

B. Minimum Contractor Requirements

All Contractors must:

1. Have at least five (5) years experience providing home repair services as requested in this RFQ, or rehabilitation services.
2. Provide current copies of applicable California State Contractors Licenses.
3. Provide current copies of applicable business licenses.
4. Meet RFQ submission requirements as stated in this RFQ.
5. Have no record of unsatisfactory performance as determined by the California Contractors State License Board and California Department of Consumer Affairs. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.
6. Provide at least three (3) business references. One of those references should preferably come from another governmental agency that Contractor has provided contracted repair, rehabilitation or maintenance services.
7. Have no outstanding or unresolved complaints/issues with the County of San Bernardino as it relates to the provision of home repairs, as documented by the County.
8. Meet other presentation and participation requirements listed in this RFQ, including the insurance requirements of Section V, B.
9. Government agencies are exempt from requirements 2, 3, 5 and 6 above and the insurance requirements of Section V, B. List other exceptions to this RFQ on attachment F.

C. Questions

Questions regarding the contents of this RFQ must be submitted in writing on or before 12:00 Noon (Local Time) on March 18, 2009 and directed to the individual listed in Section I, E. Questions

submitted will be answered at a Pre-Proposal Conference conducted by County Staff.

D. Non-Mandatory Pre-Proposal Conference

A Non-Mandatory Pre-Proposal Conference will be held at the Department of Community Development & Housing, Main Conference Room, 290 North D St, 6th Floor, San Bernardino, CA on March 25, 2009 at 2:00 p.m. Attendance is strongly recommended. Questions submitted will be answered by County Staff.

Correspondence

All correspondence, including Quotations, is to be submitted to:

County of San Bernardino
Department of Community Development & Housing
290 North D St., 6th Floor
San Bernardino, CA 92415-0040
Fax (909) 388-0929
Email: <mailto:dkamrani@cdh.sbcounty.gov>

1. Fax number and e-mail address may be used to submit questions only. Quotations will not be accepted by e-mail or facsimile.
2. During the proposal and evaluation process, the individual identified above is the sole contact point for any inquiries or information relating to this RFQ. Only if authorized by the County's contact, may other County staff provide information. Any violation of this procedure may be grounds for disqualification of the Proposer. It is the responsibility of the Proposer to ensure that the RFQ responses arrive in a timely manner.

E. Quotation Submission Deadline.

1. **All Quotations must be received at the Department of Community Development & Housing, 290 North D St. 6th Floor, San Bernardino, CA 92415-0040 no later than 12:00 Noon (PST) on April 1, 2009. Facsimile or electronically transmitted Quotations will not be accepted. Postmarks will not be accepted in lieu of actual receipt. Quotations received after the deadline will be marked "LATE" and will receive no further consideration.**
2. Please do not include any additional information that is not required by this REQUEST FOR QUOTATION AND QUALIFICATIONS.

II. PROCUREMENT TIMELINE

Release of RFQ	March 4, 2009
Deadline for Submission of Questions	March 18, 2009 @ 12:00 p.m.
Non-Mandatory Pre-Proposal Conference	March 25, 2009 @ 2:00 p.m.
Deadline for Quotations	April 1, 2009 @ 12:00 p.m.
Evaluation of Quotations	April 17, 2009
Tentative date for Mailing Award/Denial Letters	May 11, 2009
Tentative Deadline for protests	May 18, 2009
Tentative date for Award of Contract	June 16, 2009
Tentative Start Date of Contract(s)	July 1, 2009

The above dates are subject to change as deemed necessary by the County.

III. PROCUREMENT CONDITIONS

A. Contingencies

This REQUEST FOR QUOTATION AND QUALIFICATIONS (RFQ) does not commit the County to award a contract and there is no guarantee of any amount of work. The County reserves the right to accept or reject any or all Quotations if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all Quotations.

B. Acceptance or Rejection of Quotations

1. Quotations shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days from the date the proposal is opened and recorded.
2. The County realizes that conditions other than price are important and will award contract(s) based on the quotation that best meets the needs of the County.

C. Modifications

The County has the right to issue addenda or amendments to this RFQ. The County also reserves the right to terminate this procurement process at any time.

D. Quotation Submission

To be considered, all Quotations must be submitted in the manner set forth in this RFQ. **It is the Proposer's responsibility to ensure that its Quotation arrives on or before the specified time.** All Quotations and materials submitted become the property of the County.

E. Inaccuracies or Misrepresentations

1. If in the course of the RFQ process or in the administration of a resulting contract, the County determines that the Proposer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the Proposer may be terminated from the RFQ process or in the event a contract has been awarded, the contract may be immediately terminated.
2. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

F. Incurred Costs

This RFQ does not commit the County to pay any costs incurred in the preparation of a Quotation in response to this request and Proposers agree that all costs incurred in developing this Quotation are the Proposers' responsibility.

G. Public Inspection

Quotations will be maintained as confidential until issuance of contracts to selected Contractors. At that time Quotations submitted in response to this RFQ become the property of the County of San Bernardino and are subject to the provisions of the California Public Records Act. This Act is designed to give reasonable public access to information in the possession of public agencies.

H. Negotiations

The County may require the potential Contractor(s) selected to participate in negotiations, to submit revisions to pricing, technical information, and/or other items from their Quotation(s) that may result from negotiations.

I. Award

Award of contract may or may not be an all-or-nothing basis, by geographical area, or by groups of items. The County reserves the option to make award(s) as it deems to be in the best interest of the County.

J. Final Authority

The final authority to award contracts as a result of this RFQ rests solely with the County of San Bernardino Board of Supervisors.

IV. SERVICE REQUIREMENTS

A. Scope of Work

The County is looking for Contractor(s) to provide all labor, supervision, supplies, materials, haul-away, transportation, equipment, calculations, plans and permits to properly perform minor, non-emergency repairs and installations on individual residential homes and mobile homes throughout San Bernardino County, on an as-needed, flat rate plus materials and/or hourly rate plus materials basis, and to comply with all the requirements, terms and conditions stated in this RFQ.

B. Contractor Responsibilities:

1. The Contractor shall provide all labor, supervision, supplies, materials, transportation, equipment, calculations, plans and permits to properly perform minor, non-emergency repairs and installations on individual residential homes and mobile homes throughout San Bernardino County.
2. Meet all governmental, safety and other regulatory requirements as they pertain to providing these services.

C. Codes and Regulations

1. All work shall comply with all applicable Local, State, and Federal building, equipment and safety codes and regulations.
2. The Contractor shall comply with the California Code of Regulations (CCR) Title 8, Industrial Relations.
3. All equipment, materials, and services will meet or exceed Title 24 minimum requirements.

D. Scheduling

Contractor shall be required to schedule work completion within thirty (30) days from the date of receipt of work order from CDH staff, unless exceptions to this timeframe are granted by the Program Manager.

E. Products

1. All parts, components and supplies used in the performance of this Contract shall meet or exceed any applicable standards of the American National Standards Institute (ANSI).
2. Certain components for repairs covered under this contract may not be available due to the age, brand, or model of the system/fixture. If new replacement parts are unavailable, Contractor shall use approved retrofit parts; if none available, the Contractor shall replace the piece of equipment with a new one that will meet the same specifications and operating performances.

F. Parts Inventory

1. Contractor shall maintain stock locally or have readily available an adequate supply of materials, replacement parts, components, hardware, fixtures, etc.
2. All materials, replacement parts, components, hardware, fixtures and tools needed to affect repairs, including miscellaneous parts, supplies and consumables shall be provided by the Contractor.
3. Manufacturer's specifications and recommendations shall be complied with for all products and all methods used in carrying out this contract.

G. Special Conditions

The residence will be occupied during repairs. Work areas shall be kept clean. Once work begins it shall be completed without interruption. Special care shall be taken to protect subject and adjacent

properties from damage and debris accumulation. Without the prior written consent of the homeowner, Contractor may not leave job site without all required systems (water, power, etc) operational.

H. Responsibility for Damage

The Contractor shall replace or repair and restore to its original condition, any property damaged by Contractor at no cost to the County or the homeowner. Contractor shall be responsible for damage caused by his/her staff to homeowner's personal property.

I. Warranty

1. All work shall be warranted for a minimum of six (6) months from the date of completion. Mechanical equipment carries its own manufacturer's warranty. The Contractor shall provide to the owner all new product information literature and warranty certificates at the time of completion.
2. The Contractor shall be fully responsible to remedy all labor and equipment warranty issues and will correct all deficiencies and failures that arise out of the scope of work at no additional cost to the County or the homeowner.
3. The Contractor shall respond within forty-eight (48) hours of notification of any deficiency or failure and complete the correction in a reasonable time as determined by the County, or the County at its option, may terminate this Contract immediately upon written notice, and/or remedy deficiency and offset the cost from any amounts due the Contractor under this Agreement or otherwise.

J. Supervision

Contractor shall provide supervision. Supervision shall consist of, but not be limited to, the following:

1. Supervisors shall plan, schedule and assign work to all staff.
2. Supervisors shall make periodic inspections to review work in progress, and inspect to ensure completion.
3. Supervisors shall ensure that the security of the worksite is met and complies with safety regulations.
4. Supervisors shall respond to questions, complaints and requests from homeowners, however, no additional work is allowed without the express consent of the County.

K. Safety and Security

Due to the nature of the Senior Home Repair Program and its clientele, safety and security are a great concern to the County. The Contractor is advised that failure to fully comply with the safety and security requirements of the contract shall result in the termination of the contract for default.

1. All persons performing duties under the Contract shall be acceptable to the County. This shall include all owners of sole proprietorships, partnerships, joint ventures, principals of corporations and all others who might have contact with the program recipients without the presence or supervision of a County employee.
2. The Contractor must take all reasonable steps to insure the security of the residence during the work process. This includes, but is not limited to, re-closing/re-locking all gates, doors, windows, and access points used; securing the work area during breaks, lunches, and between work shifts.
3. The Contractor shall be responsible for maintaining a clean, safe and secure worksite and complying with all applicable safety and health regulations.
4. All equipment and vehicles shall be properly maintained to promote safety.

V. CONTRACT REQUIREMENTS

The organization(s) selected may be required to agree to the terms contained below. If the Proposer has any objections, these objections must be addressed in the RFQ response to the County or the objections will be deemed to have been waived.

A. General

1. Representation of the County

In the performance of the Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino.

2. Contractor Primary Contact

The Contractor will designate an individual to serve as the primary point of contact for the Contract. The Contractor shall not change the primary contact without written acknowledgement to the County. Contractor or designee must respond to the County inquiries within two (2) County business days.

3. Change of Address

Contractor shall notify the County, in writing, of any change in mailing address within ten (10) calendar days of the address change.

4. Subcontracting

Any subcontracting shall be subject to the same contract provisions as Contractor. Contractor shall be fully responsible for the performance and payments of any subcontractor.

5. Highly Specialized Trades

For specialty trades outside of the scope of the licensees' authority, the County reserves the right to solicit competitive bids from contractors not included in this process.

6. Contract Assignability

Without the prior written consent of the County, the Contract is not assignable by the Contractor either in whole or in part.

7. Contract Amendments

Contractor agrees any alterations, variations, modifications, or waivers of provisions of the Contract, shall be valid only when they have been reduced to writing, duly signed and attached to the original Contract and approved by the required persons and organizations.

8. Attorney Fees

Contractor agrees to bear its own attorneys' fees and costs regardless of who prevails in the event of a contractual dispute and not charge such fees as an expense under this Contract.

9. Licenses and Permits

Contractor will ensure that it has all necessary permits and licenses as required by the laws of the United States, State of California, County, and all other appropriate governmental agencies, and agrees to maintain these licenses and permits in effect for the duration of this Contract. Contractor will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this Contract.

10. Labor Laws

- a. Contractor, his agents and employees shall be bound by and comply with all applicable provisions of the Labor Code and such federal, state and local laws which affect the conduct of the work.
- b. Contractor shall strictly adhere to the applicable provisions of the Labor Code regarding the employment of apprentices; minimum wages; travel and subsistence pay; alien labor; the eight-hour day; overtime, Saturday, Sunday and holiday work; retention and inspection of payroll

records; workers compensation; payment of wages and nondiscrimination because of race, color, national origin, physical handicap, sex or religion. The Contractor shall forfeit to the County the penalties prescribed in the Labor Code for violations.

- c. Contractors are prohibited from performing work with a subcontractor who is ineligible to perform work on a HUD project pursuant to HUD Title 24 CFR Part 24. Any contract entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a HUD contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project. A list of debarred contractors can be found on the **Excluded Parties Listing System** on HUD's website.

11. Conflict of Interest

- a. Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Contractor shall make a reasonable effort to prevent employees, consultants, or members of government bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.
- b. In the event that County determines that a conflict of interest situation exists, any increase in costs associated with the conflict of interest situation may be disallowed by County and such conflict may constitute grounds for termination of the Contract.
- c. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

12. Inaccuracies or Misrepresentations

If in the course of the RFQ process or in the administration of a resulting Agreement, the County determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the Contractor may be terminated from the RFQ process or in the event an Agreement has been awarded, the Agreement may be immediately terminated. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

13. Recycled Paper Products

The County has adopted a recycled product purchasing Standards Policy (11-10), which requires contractors to use recycled paper for Quotations and for any printed or photocopied material created as a result of a contract with the County. The policy also requires contractors to use both sides of the paper sheets for reports submitted to the County whenever practical.

14. Release of Information

No news releases, advertisements, public announcements or photographs arising out of this Contract or Contractor's relationship with the County may be made or used without prior written approval of the County.

15. Notification

In the event of a problem or potential problem that will impact the quality or quantity of work or the level of performance under this Contract, notification will be made within one working day, in writing and by telephone to the County.

16. Right to Monitor and Audit

The County, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of the Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by the County. In the event the County determines that the Contractor's performance of its duties or other terms of this Contract are deficient in any manner, the County will notify the Contractor of such deficiency in writing or orally, provided written confirmation is given five (5) days thereafter. The Contractor shall remedy any deficiency within forty-eight (48) hours of such notification, or the County at its option, may terminate this Contract immediately upon written notice, or remedy deficiencies and offset the cost thereof from any amounts due the Contractor under this Agreement or otherwise.

17. Records

- a. Contractor shall maintain all records and management books pertaining to local service delivery and demonstrate accountability for contract performance and maintain all fiscal, statistical, and management books and records pertaining to the program.
- b. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars which state the administrative requirements, cost principles and other standards for accountancy.
- c. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

18. Invoices

Contractor will provide invoices to the County within ten (10) days following the completion of work. All invoices shall have a work order attached that has been signed by the homeowner and the Contractor's supervisor, or his designee, to verify that the work has been done. Incomplete invoices or those without the proper work order attached will be rejected and returned to Contractor for correction. Invoices must show a breakdown (see Exhibit A) for each job component as follows:

- a. Work description
- b. Flat rate or hourly rate as applicable
- c. Additional Labor if applicable (rate and total)
- d. List of materials and billed cost
- e. Other authorized charges

Payment requests will be processed by CDH and forwarded to the Auditor/Controller for payment within twenty-five (25) business days.

19. Electronic Fund Transfer

Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with direction and accurately complete forms provided by County required to process EFT payments.

20. Equal Employment Opportunities

Contractor agrees to comply with the provisions of Executive Orders, 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practice Act, and other applicable Federal State and County laws, regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

B. INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Indemnification

The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees.

2. Additional Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto, liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

5. Severability of Interests

The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

6. Proof of Coverage

The Contractor shall furnish Certificates of Insurance to the County Department administering the contract evidencing the insurance coverage, including endorsements, as required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage

In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

10. Insurance Coverage

The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employers Liability - A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Contract.
 - i. If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Manager.
 - ii. With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.
- b. Commercial/General Liability Insurance - This coverage to include contractual coverage and The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:
 - i. Premises operations and mobile equipment.
 - ii. Products and completed operations.
 - iii. Broad form property damage (including completed operations).
 - iv. Explosion, collapse and underground hazards.
 - v. Personal injury
 - vi. Contractual liability.
 - vii. \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance - Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.
 - i. If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.
 - ii. If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy

described above is acceptable.

- d. Umbrella Liability Insurance - An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

11. Insurance Review

The Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

- a. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.
- b. Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

VI. FORMER COUNTY OFFICIALS

Provide information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent organization/firm. The information provided must include a list of former County administrative officials who terminated County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the organization/firm. Information should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of the organization/firm. For purposes of this section, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit, or Safety Management Unit.

Failure to provide this information may result in the response to the REQUEST FOR QUOTATION AND QUALIFICATIONS being deemed non-responsive.

VII. IMPROPER CONSIDERATION

Proposer shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this RFQ.

The County, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process or any solicitation for consideration was not reported. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Proposer shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Proposer. The report shall be made to the supervisor

or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

VIII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The County reserves the right to request the information described herein from the Contractor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the Contractor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten (10) years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten (10) years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten (10) years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

IX. CALIFORNIA PUBLIC RECORDS ACT

All information submitted in the Quotation or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act, Government Code Section 6250 et seq. and the following. Quotations may contain financial or other data that constitutes a trade secret. To protect such data from disclosure, Contractor should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

<p>NOTICE</p> <p>The data on pages_____ of this Quotation response, identified by an asterisk (*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for the evaluation of our response, but understand that disclosure will be limited to the extent that the County of San Bernardino determines is proper under federal, state, and local law.</p>

The proprietary or confidential data shall be readily separable from the Quotation in order to facilitate eventual public inspection of the non-confidential portion of the Quotation.

The County assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the Contractor will be advised of the request and

may expeditiously submit to the County a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state and local law. This statement will be used by the County in making its determination as to whether or not disclosure is proper under federal, state and local law.

The County will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury which may result from any disclosure that may occur.

X. QUOTATION SUBMISSION

A. General

1. All interested and qualified Proposers are invited to submit a Quotation for consideration. Submission of a Quotation indicates that the Proposer has read and understands the entire RFQ, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and agrees that all requirements of this RFQ have been satisfied.
2. Quotations must be submitted in the format described in this Section. Quotations are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.
3. Quotations must be completed in all respects as required in this section. A Quotation may not be considered if it is conditional or incomplete.
4. Quotations must be verified before submission as they cannot be withdrawn, or corrected after being opened. The County will not be responsible for errors, or omissions on the part of bidders in making up their Quotations. A responsible officer or employee must sign Quotations.
5. The County reserves the right to reject any and all Quotations or portions of Quotation or alternates received by reasons of this request, to negotiate separately with any source whatsoever in any manner necessary to serve its interests, and may waive any informality or immaterial irregularities in a Quotation.
6. Hand carried Quotations or Quotations submitted by courier may be delivered to the address listed in Section I, E, only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays observed by the County. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.

B. Quotation Presentation Instructions

1. An original, which may be bound, and five (5) unbound copies, total of six (6) of the complete written Quotation are required. The original copy must be clearly marked "**Master Copy**". If one copy of the Quotation is not clearly marked "Master Copy", the Quotation may be rejected. If discrepancies are found between two (2) or more copies of the Quotation, the Quotation may be rejected. However, if not rejected, the Master Copy will provide the basis for resolving such discrepancies.
2. The package containing the original and copies must be sealed and marked with the Proposer's name, address, telephone number, RFQ number, Quotation due date, and "**CONFIDENTIAL – RFQ FOR SENIOR HOME REPAIR SERVICES.**"
3. All Quotations must be submitted on 8 ½ x 11 recycled paper with double sided printing, unless specifically shown to be impracticable, with normal (1-inch) margins. Quotations must be typed or prepared with word processing equipment and double-spaced. Typeface must be no more than twelve (12) characters per inch. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom center of each page.

C. Quotation Format

Response to this REQUEST FOR QUOTATION AND QUALIFICATIONS must be in the form of a proposal package in which the content must be submitted in the following sequence and format:

1. **Cover Page and Statement of Certification** – Attachment A, incorporated by reference, is to be used as the cover page for the Quotation. This form must be fully completed and signed by an authorized officer of the Proposer.
2. **Quotation Checklist** – Attachment B is a checklist to ensure all items requested are included.
3. **References** – Provide names, addresses and telephone numbers of at least three (3) references that have been served by your firm in a capacity similar to that described in Section IV **Service Requirements** on Attachment C.
4. **Quotation Description** – Provide a detailed description of the Quotation being made including a discussion of all items listed in Section IV **Service Requirements**. Use Attachment D.
5. **Cost Quotation** – Submit a Cost Quotation on Attachment E to complete all the work as described in Section IV **Service Requirements**, including all labor, supplies, materials, transportation, tools, equipment, apparatus, and insurance necessary. It is not necessary to make a quotation for all items in the case of a trade or specialty contractor (i.e. plumber, electrician, etc.). These quotations are a combination of a flat rate and an hourly rate charge plus the amount charged by the Contractor for materials. All profit and overhead must be reflected in the total cost proposed.
6. **Exceptions to RFQ** – List applicable exceptions to the RFQ by section number, paragraph and page number, and your reason for exception on Attachment F.
7. **Employment of Former County Officials** – Provide a list of Former County Officials (as defined in Section VI) affiliated with the organization on Attachment G. If none, so state.
8. **Insurance** – Provide evidence of ability to insure as stated in Section V, paragraph B (**Indemnification and Insurance Requirements**). Use Attachment H as a cover sheet.
9. **Licenses, Permits and Certifications** – Provide all information required to demonstrate Contractor meets all the minimum Contractor Requirements as detailed in Section I, paragraph B, including copies of all licenses, permits and certifications. Use Attachment I as a cover sheet.
10. **Provide statements on Attachment J that include the following information:**
 - a. Identify any controlling interest in any other firms providing equivalent or similar services. If none, so state.
 - b. Financial interest in other lines of business. If none, so state.
 - c. Pending litigation, involving prospective Contractor or any officers, employees, and/or consultants thereof, in connection with contracts. If none, so state.
 - d. Convictions or adverse court rulings involving fraud and/or related acts of all officers, consultants, and employees. If none, so state.
 - e. A statement that the Proposer does not have any commitments or potential commitments which may impact on the Proposer's assets, lines of credit, guarantor letters, or ability to perform the Contract.
11. **Subcontractor Information** – If a Proposer plans to subcontract any portion of the service delivery described in the RFQ, include a written justification for subcontracting. Attach a statement from each subcontractor, signed by a duly authorized officer, employee, or agent of the organization/firm that includes the name and address of the organization/firm, type of work to be performed, percentage of the total work of the proposal. Statement must also include that the subcontractor will perform all work as indicated and will comply with all items as described herein. This information will be used to determine the potential responsibility of the Proposer. The Contractor shall be responsible for performance of the subcontractor.

XI. QUOTATION EVALUATION AND SELECTION

A. Evaluation Process

All Quotations will be subject to a standard review process developed by the County. The evaluation will be based on the written proposal as submitted, but may include an oral interview with the top Proposers identified by the evaluation committee. The County will make awards based upon the Quotations which best meet its' needs.

B. Evaluation Criteria

1. **Initial Review** – Analysis of mandatory submittal requirements. All Quotations will be initially evaluated to determine if they meet the following minimum requirements:

- a. The Quotation must be complete, in the required format, and be in compliance with all the requirements of this RFQ.
- b. Proposers must meet the requirements as stated in the Minimum Contractor requirements as outlined in Section I, paragraph B.
- c. Failure to meet all of these requirements will result in a rejected Quotation. No Quotation shall be rejected, however, if it contains a minor irregularity, defect or variation if the irregularity, defect or variation is considered by the County to be immaterial or inconsequential. In such cases the Proposer will be notified of the deficiency in the Quotation and given an opportunity to correct the irregularity, defect or variation or the County may elect to waive the deficiency and accept the proposal.

2. Final Review

Quotations meeting the above requirements will be evaluated on the basis of the following criteria:

- a. Proposer's response and plan to meet all items listed in Section IV **Service Requirements**;
- b. Qualifications and experience in handling projects of similar type and size;
- c. References;
- d. Ability to provide product and services in a timely manner; and
- e. Cost Evaluation.

C. Evaluation Committee

The evaluation team will consist of representatives from the Department of Community Development & Housing and various County departments as deemed appropriate by the Department of Community Development & Housing.

D. Contract Award

It is the County's intent to award multiple contracts based on trade specialty and geographic area. Contract(s) will be awarded based on a competitive selection of Quotations received. The contents of the Quotation of the successful Proposer(s) will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The County may at any time, reopen this process and award additional contracts as required to meet the needs of the program.

E. Protests

Proposers may protest the recommended award, provided the protest is in writing, contains the RFQ name and number, is delivered to the address listed in Section 1, Paragraph E of this RFQ, and submitted within ten (10) calendar days of the date on the notification of intent to award to the Director of the Department of Community Development & Housing. Failure to do so waives any objection.

Grounds for a protest are that the County failed to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of

State or Federal law. Protests will not be accepted on any other grounds. The County will consider only those specific issues addressed in the written protest.

The Director of the Department of Community Development & Housing or designee shall consider the request and respond in writing within ten (10) days. The decision of the Director of the Department of Community Development & Housing shall be final with respect to matters of fact. All disputes and/or protests must be submitted to:

Mitch Slagerman, Director
County of San Bernardino
Department of Community Development & Housing
290 North D Street, 6th Floor
San Bernardino, CA 92415-0040

Exhibit A – Sample Invoice
QUOTATION FOR SENIOR HOME REPAIR SERVICES

Invoice

123 Home Repairs Inc.
1 Arrowhead Ave
San Bernardino, CA 92415

Date: August 1, 2008

Invoice # 12345

Bill to: San Bernardino County
Senior Repair Program
290 N D Street, 6th Floor
San Bernardino, CA 92415

Job Name: Sally Senior
1 Oak Street
Yucaipa, CA

Job Number: 1010090 **Technician Name:** Frank **Completion Date:** July 27, 2008

<u>Repair Description</u>	<u>Labor Flat Rate</u>	<u>Labor Hourly Rate</u>	<u>Material Charge</u>	<u>Other Charges</u>
---------------------------	------------------------	--------------------------	------------------------	----------------------

1: Replace toilet	\$99.00	N/A	Toilet: \$199.00 Water Supply line: 4.80 Seat: 23.50 Wax Ring: 6.00	
Labor Total:	\$99.00			
Material Total:	\$233.30			
Job Total:	<u>\$332.30</u>			

2: Replace Water Heater 40 gal. Natural Gas	\$199.00	1 @ \$50/hr*	Water heater: \$506.50 Supply Line x2: 28.00 Gas Supply Line 15.00 Water valve x2 30.00 EQ strap 20.00 TPR valve 15.00 B vent Pipe 18.00* B vent elbow 25.00* B vent cap 20.00*	*Additional work required to replace defective B vent parts as listed. 1 hour minimum charge. Authorized by BOB at CDH.
Labor Total:	\$249.00			
Material Total:	\$677.50			
Job Total:	<u>\$926.50</u>			

3: Replace Rusted Kitchen Sink Double bowl 33 inch cast iron New drain, reconnect existing Faucet (1 year old)		4 @ \$50/hr	Sink: \$260.00 ABS P-trap and tailpiece assembly: 30.00 3 1/2 " sink drain x 2 76.00 White caulk 6.00	
Labor Total:	\$200.00			
Material Total:	\$372.00			
Job Total:	<u>\$572.00</u>			

Job Totals

Labor: \$548.00
Material: \$1,282.80
Invoice Total: \$1,830.80

Attachment A – Cover Sheet and Certification
QUOTATION FOR SENIOR HOME REPAIR SERVICES

PROPOSER'S NAME (*name of firm, entity or organization*): _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

NAME AND TITLE OF PROPOSER'S CONTACT PERSON: _____

MAILING ADDRESS: _____

Street Address: _____

City, State, Zip: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

PROPOSER'S ORGANIZATIONAL STRUCTURE

____ Corporation ____ Partnership ____ Proprietorship ____ Joint Venture

____ Other (explain): _____

If Corporation, Date of Incorporation: _____ State Incorporated: _____

States Registered in as foreign corporation: _____

CERTIFICATION

THE UNDERSIGNED CERTIFIES AND AGREES ON BEHALF OF THE PROPOSER THAT:

1. All declarations in this proposal and attachments are true and the falsity of such representations entitles the County to pursue any legal remedy.
2. All aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Proposer or competitor for the purpose of restricting competition.
3. The offer made in this proposal is firm and binding for 180 days from the date the proposal is opened and recorded.
4. Any additional information the County deems necessary to accurately determine the ability to perform the services proposed will be provided immediately. Furthermore, submission of this proposal constitutes permission by the Proposer for the County to verify all information contained herein. Failure to comply with any request for additional information may disqualify the Proposer from further consideration. Such additional information may include evidence of financial ability to perform.
5. The undersigned has the authority to submit the proposal on behalf of the Proposer.

SIGNED: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

ATTACHMENT B – QUOTATION CHECKLIST

Use this checklist to ensure that all items requested have been included. This form is to be completed and included in the Quotation and must be located directly behind Attachment A.

	Items Completed	Number of Pages
1.	Attachment A – Cover Page	
2.	Attachment B – Quotation Checklist	
3.	Attachment C – References	
4.	Attachment D – Quotation Description	
6.	Attachment E – Cost Quotation	
7.	Attachment F – Exceptions to RFQ	
8.	Attachment G – Former County Officials	
9.	Attachment H – Insurance	
10.	Attachment I – Licenses	
11.	Attachment J – Certification	

Attachment C – References

Name of Agency	Contact Name	Phone Number	Dates services provided (from/thru)

ATTACHMENT D - QUOTATION DESCRIPTION

Develop a narrative description of the proposed plan to achieve the Scope of Work as described in Section IV Service Requirements. Include information such as: a list of principle suppliers; years dealing with suppliers; preferred manufacturers; size and experience of your labor pool; any subcontractors you use; vehicle fleet; number of supervisors, etc.

ATTACHMENT E – COST QUOTATION

What Service Areas are you proposing to work at no additional travel cost? **(Select all that apply)**

1. San Bernardino area (San Bernardino, Colton, etc.) _____
2. West Valley (Montclair, Chino, etc.) _____
3. East Valley (Redlands, Yucaipa, etc.) _____
4. High Desert (Barstow, Victorville, etc.) _____
5. Low Desert (Yucca Valley, 29 Palms, etc.) _____
6. Colorado River (Needles, Big River, etc.) _____
7. Mountains (Crestline, Big Bear, etc.) _____

What mileage rate do you propose to charge for work outside the selected areas? _____ **¢ Per mile.**

On the following pages, please provide a Cost Quotation for each job indicated. The job descriptions reflect a straightforward repair or installation with no additional work or modifications required. Note: We understand that in the field other conditions or circumstances may arise, however, please base your estimate on a clean job within the areas indicated above. Your Quotation must include all labor, consumable supplies, travel, haul away of old equipment and material, and a clean and professional job site. Please indicate if the work is outside of your scope of work.

Please provide:

1. A flat rate labor charge where indicated for the selected jobs
2. The markup above your supplier cost for all materials
3. The hourly labor rate for additional work over the flat rate if required due to conditions not indicated in the work description

The list of job descriptions beginning on Page 2 of Attachment E is representative of common jobs completed under this program; however, work orders issued will not be limited to the jobs listed. A wide variety of common home repairs and installations will be encountered. For projects that are unique and not covered by a flat labor rate, please provide below the hourly rate and material markup you propose.

What is the hourly rate that you propose for the following trades?

Plumbing _____ **per hour**

Electrical _____ **per hour**

Carpentry _____ **per hour**

General Labor _____ **per hour**

Other, if different from above (indicate trade) _____ **per hour**

Material markup _____ **%**

ATTACHMENT E – COST QUOTATION
Page 2

1. Replace existing 40 gallon gas water heater. Furnish and install a new 40 gallon natural gas water heater with a minimum 5 year warranty in the current location. Installation to be to code, with new T&P valve, new 12" flex supply and delivery lines, new tank nipples, new shut off valves, new 18" gas supply line and new code approved earthquake straps.

Site Condition: Home is a single family residence. Existing location is accessible and legal with sound floor and adequate ventilation. Existing venting is code approved and in good condition. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

2. Remove and replace existing kitchen faucet. Furnish and install a new chrome kitchen faucet. Furnish and install 2 new chrome angle stops and 2 new braided stainless steel water lines.

Site Condition: Standard 3- hole cast-iron double bowl sink in good condition; standard access under sink to replace parts; standard angle stop replacement with good water pressure. There is no water damage on walls and cabinet. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

3. Remove and replace existing bath faucet. Furnish and install a new chrome bath faucet with new pop-up drain stop. Furnish and install 2 new chrome angle stops and 2 new braided stainless steel water lines. Reseat new chrome pop-up drain.

Site Condition: Standard 3 hole china sink bowl in good condition; standard pop-up drain replacement; standard access under sink to replace parts; standard angle stop replacement with good water pressure. P-trap is in good condition. No water damage on walls and cabinet. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

4. Remove and replace existing toilet. Furnish and install a new white 2- piece standard bowl, standard height toilet. Furnish and install a new matching toilet seat, wax ring, mounting bolts and caps, 1 new angle stop and 1 new braided stainless steel water line. Caulk around toilet bowl to floor transition.

Site Condition: Standard sewer connection in good condition; standard access to existing toilet; standard angle stop replacement with good water pressure. No water damage on walls or floor. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

5. Remove and replace existing toilet parts. Furnish and install a new flapper, ball float, water filler, tank bolts, matching toilet seat, 1- new chrome angle stop and 1- new braided stainless steel water line. Provide caulking around toilet bowl to floor transition.

Site Condition: Standard sewer connection in good condition; standard access to existing toilet; standard angle stop replacement with good water pressure. No water damage on walls or floor. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

ATTACHMENT E – COST QUOTATION

Page 3

6. Remove and replace existing garbage disposal in kitchen sink. Furnish and install a new $\frac{3}{4}$ HP garbage disposal. Furnish and install new chrome sink strainer, new chrome air-gap with drain hose, and new electrical pig tail.

Site Condition: Standard 3+1 hole cast-iron double bowl sink in good condition; standard access under sink to replace parts. P-trap and drain are in good condition. Electrical is to code. No water damage on walls and cabinet. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

7. Remove and replace existing single sided fan-forced wall furnace in existing location. Furnish and install 1-new 35,000 BTU single-sided fan-forced wall furnace. Furnish and install a new gas cock, flex line and wall mounted thermostat.

Site Condition: Standard access to unit; existing location meets code; no wall modifications required; existing electrical for fan meets code. Existing B-vent, roof jack and cap readily connect to new equipment and meet code. No wall patch and repair. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

8. Furnish and install 1 new 30" brushed chrome grab bar. Install grab bar on rear wall of existing shower. Install grab bar into 1 stud minimum. Install at ADA standard height. If attaching to studs on both sides is not possible than use toggle bolts or equal to properly attach the grab bar. Caulk around attachment hole and finished trim to prevent leaks.

Site Condition: Existing shower is a cast-iron tub with a tile on backer board shower surround; standard access to unit and shower meets code. No wall patch or repair is required. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

9. Replace existing electrical 110v standard duplex outlet. Furnish and install a new Ivory/white electrical 110v standard duplex outlet with new matching plastic cover.

Site Condition: Home is a single family residence. Existing location is accessible and legal. Existing electrical wiring is in good condition, accessible and legal to code. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

10. Replace existing electrical 110v standard single interior ceiling mounted light fixture. Furnish and install a new interior ceiling mounted light. Furnish and install fixture with compact florescent light bulb(s).

Site Condition: Home is a single family residence. Existing location is accessible and legal. Existing electrical wiring is in good condition, accessible and legal to code. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

11. Replace existing electrical 110v standard single exterior wall mounted light fixture. Furnish and install a new interior exterior wall light fixture. Furnish and install fixture with compact florescent light bulb(s).

ATTACHMENT E – COST QUOTATION
Page 4

Site Condition: Home is a single family residence. Existing location is accessible and legal. Existing electrical wiring is in good condition, accessible and legal to code. No other work is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

12. Furnish and install a new interior ceiling mounted battery operated smoke detector. Furnish and install detector with a battery.

Site Condition: Home is a single family residence. Existing location is accessible and legal. Ceiling is in good condition, accessible and legal to code. No other work is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

13. Furnish and install a new sliding screen door into existing 6 foot sliding glass door assembly. 36" patio door screen, adjustable from 78-1/2" to 80-7/8" in height, aluminum and steel construction with fiberglass screen, top & bottom height adjustment, vinyl bug trap, latch & handle with lock, reversible for right or left hand slide.

Site Condition: Standard access to door. Door frame and channels are clean and in good condition. No clearance issues. No other work or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

14. Replace existing front door, door jambs, locks & threshold. Furnish and install a new 3'-0/6'-8 exterior 1-3/4" pre-primed pre-hung front door, including all hardware, threshold and weather-stripping. Furnish and install a new entry and single cylinder dead-bolt lock-set keyed alike and manufactured by Kwik-set, Yale, Weiser or approved equal. Furnish and install new interior and exterior paint grade door jambs. Attach casings with proper nails/screws. Caulk casing to wall transitions and fill fastening holes in door jamb and casings.

Site Condition: Home is a single family residence. Existing location is accessible, plumb and level with a sound floor threshold. Door opens to the inside of the structure. No additional carpentry work, painting or fabrication is required.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

15. Furnish and install a new 3'-0/6'-8 exterior pre finished metal security door (with a screen mesh). Furnish and Install a new entry and single cylinder dead-bolt lock-set keyed alike and manufactured by Kwik-set, Yale, Weiser or approved equal. Attach security door with proper screws and allowing proper clearance.

Site Condition: Home is a single family residence. Door is accessible, plumb and level with a sound floor threshold. Door opens to the inside. No carpentry work is required. There are no clearance issues.

Flat Labor Rate: \$ _____ Material Markup: _____ % Additional Labor Rate: \$ _____ /hour

16. Replace existing back steps on mobile home. Furnish and install new 3-riser, 36 inch wide, side (parallel) approach steps with side and back rails, and 36x36 landing. Steps and landings to include metal nosing and a slip resistant surface. Sides of assembly to be enclosed and finished. Unit to be secured and leveled to home.

Site Conditions: Work area is accessible. Ground is stable and level. Mobile Home is otherwise sound.

Proposal to provide all materials, labor, delivery/haul-away and set-up: \$ _____

ATTACHMENT F – EXCEPTIONS TO RFQ

Vendor has reviewed the RFQ and Contract Requirements in their entirety and has the following exceptions:
(Please list your exceptions by indicating the section or paragraph number, and page number, as applicable.
Be specific about your objections to content, language, or omissions. Add as many pages as required.)

ATTACHMENT G – FORMER COUNTY OFFICIALS

List the former County Officials (as defined in Section VI) affiliated with the organization. If none, so state.

ATTACHMENT H – INSURANCE

Use this page as a cover sheet when submitting insurance documents.

Submit evidence of ability to insure as stated in Section V. Paragraph B. - Indemnification and Insurance Requirements.

ATTACHMENT I – LICENSES

Use this page as a cover sheet when submitting copies of licenses.

Provide all information required to demonstrate Contractor meets all the minimum Contractor Requirements as detailed in Section I, paragraph B, including copies of all licenses, permits and certifications.

ATTACHMENT J – CERTIFICATION

Identify any controlling interest in any other firms providing equivalent or similar services. If none, so state.

Identify any financial interest in other lines of business. If none, so state.

List any pending litigation involving prospective Contractor or any officers, employees, and/or consultants thereof, in connection with contracts. If none, so state.

List any convictions or adverse court rulings involving fraud and/or related acts of all officers, consultants, and employees. If none, so state.

Write a statement that the Proposer does not have any commitments or potential commitments which may impact on the Proposer's assets, lines of credit, guarantor letters, or ability to perform the Contract.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____