

REQUEST FOR PROPOSAL

This Is Not An Order – Make A Copy For Your File – Return Original

Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, CA 95758		Issue Date	September 16, 2021
		Proposal Number	RFP#8395
C O N T R A C T O R	Return your proposal in an envelope, sealed and clearly marked on outside with proposal number and date shown below to: Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, CA 95758 Proposals must be received and logged in prior to the date and time indicated. Proposals will not be accepted after 3:00 P.M. on: October 21, 2021		
	For Additional Information Contact		
	Issuing Officer	Tamblynn Stewart	
	Phone	(916) 875-9014	
Delivery Requirement:	Merchandise or Service for Delivery To: Sacramento Regional County Sanitation District 8521 Laguna Station Road Elk Grove, CA 95758		

FAILURE TO SIGN THIS SECTION MAY DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the articles and/or services listed in this document at the prices and terms stated, subject to the General Conditions of this Request for Proposal:

Firm Name	F.O.B. Point: Destination
Signature	DIR Registration Number
Printed Name	
Job Title	
Date:	Telephone:
E-Mail:	Fax:

High Voltage Electrical Services Contract

This Request for Proposal (RFP) is to establish a contract with a vendor to provide Temporary Electrician Services at Sacramento Regional County Sanitation District (Regional San), 8521 Laguna Station Road, Elk Grove, CA 95758. In accordance with the attached specifications, terms and conditions. These proposals are based upon the need to have temporary labor for Regional San facility. The contract period will be for three years, renewable for two (2) additional one-year terms at the option of the District and subject to approval, for a maximum of five years.

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN THAT the Sacramento Regional County Sanitation District (Regional San) invites sealed proposals for High Voltage Electrical Services Contract. Proposals will be received at the Sacramento Regional County Sanitation District, 8521 Laguna Station Road, Elk Grove, CA 95758 until:

October 21, 2021 by 3:00p.m.

Any respondent who wishes its proposal to be considered is responsible for making certain that its proposal is actually delivered to said Purchasing Office. Proposals shall be addressed to:

Sacramento Regional County Sanitation District
8521 Laguna Station Road
Elk Grove, CA 95758
Proposal RFP#8395

Department of Industrial Relations (DIR) Compliance

- A. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- B. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- C. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

MANDATORY PRE-PROPOSAL MEETING

A **MANDATORY** Pre-Proposal meeting will be held on **October 7, 2021 at 9:00 a.m.** at the Sacramento Regional County Sanitation District, 8521 Laguna Station Road, Elk Grove, CA 95758. **Attendance is Mandatory.** All prospective vendors are required to attend the mandatory pre-proposal meeting. **Proposals from any vendor unable to attend the pre-proposal meeting will be rejected.** The purpose of the meeting is to review and clarify project requirements and to respond to questions from the bidders. The meeting will include a field site visit to the work area, requiring steel toe shoes and the ability to walk about a quarter mile.

Regional San staff and prospective vendors are required to wear face coverings while attending the meeting. In addition, temperature screening may be required to enter District buildings. If awarded this contract, the temperature screening may be required daily.

Respondents are hereby notified that pursuant to Part 7, Chapter 1, Article 2, Section 1770, et seq., of the Labor Code of the State of California, the successful CONTRACTOR and its subcontractors shall pay their labor forces not less than the general prevailing rate of wages as determined by the Director of the Department of

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Industrial Relations, and travel and subsistence pay as such are defined in applicable collective bargaining agreements filed in accordance with Section 1773.8 of said Labor Code, for work needed and performed on this project. It shall, pursuant to the provisions of Section 1773.2 of said Labor Code, be a requirement of the work for the successful contractor to post and maintain a copy of said wages' determinations at the project site throughout the duration of the work.

Regional San hereby notifies all respondents that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, creed, color, national origin, ancestry, sexual orientation, political affiliations of beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy as set forth hereunder.

Detailed proposal request for RFP#8395 can be obtained by contacting stewartt@sacsewer.com or Tamblynn Stewart (916) 875-9014

The District reserves the right to reject any or all proposals and waive any irregularity in proposals received.

KEY ACTION DATES

Proposal Issue Date: September 16, 2021

Mandatory Pre-Proposal Meeting: October 7, 2021
9:00 a.m. to Noon
Sacramento Regional Wastewater Treatment Plant
8521 Laguna Station Road, Elk Grove, CA 95758

Questions Due: October 14, 2021

Proposal Due: October 21, 2021 by 3:00 pm

Intent to Award: October 28, 2021

Insurance Due: November 3, 2021

Contract Award: TBD

1. INTRODUCTION

- 1.1 INVITATION** - The Sacramento Regional County Sanitation District (Regional San), invites Responses which offer to provide the services identified on the Cover Sheet.
- 1.2 DEFINITIONS** - We intend to express our expectations clearly, and they are to be legally interpreted in our favor. Certain words are used throughout this document
- 1.2.1 We/Us/Our** are terms which refer to the Sacramento Regional County Sanitation District (Regional San), a duly organized public entity. They may also be used as pronouns for various subsets of the County organization, including, as the context will indicate:
- SRWTP* - Sacramento Regional Wastewater Treatment Plant
District – Sacramento Regional County Sanitation District
Regional San – Sacramento Regional County Sanitation District
- 1.2.2 You/Your** are terms that refer to businesses having some sort of relationship to or with us. The term may apply differently as the context will indicate. For instance, “you” as a Contractor will have different obligations than “you” as a Proposer or Supplier will have:
- Supplier* - A business entity engaged in the business of providing contract temporary personnel services.
- Proposer* - A business entity submitting a Response to this RFP. Suppliers which may express interest in this RFP, but which do not submit a Response, have no obligations with respect to the proposal requirements.
- Contractor* - The Proposer(s) who’s Response to this RFP is evaluated as meeting the needs of the Regional San. Contractor(s) will be selected for award, and will enter into a contract(s) for provision of the services described in the RFP.
- Subcontractor* - A company that enters into a business relationship with the Contractor. The Contractor may seek to place employees of the Subcontractor for the services described in the RFP.
- Contractor’s Employee* - All persons who can be offered to provide the services described in the RFP. All employees of the Contractor and the Subcontractor must be covered by the insurance programs normally provided to persons employed by a company (ex: Worker’s Comp, SDI, etc.).
- 1.2.3 REQUEST FOR PROPOSAL (RFP)** - This entire document, including attachments.
- 1.2.4 RESPONSE** - The written, signed and sealed document submitted according to the RFP instructions. Response does not include any verbal or documentary interaction you may have with us apart from submittal of a formal response. Verbal interactions will not be binding on Regional San or Contractor(s) with respect to requirements stated within this RFP or resulting contractual obligations.
- 1.3 RFP CLARIFICATION** - Questions regarding this RFP should be directed to the Issuing Officer specified below. Answers citing the question, but not identifying the supplier, will be distributed simultaneously to all known prospective proposers via email. Oral answers provided by Regional San or its agents shall not be binding.
- 1.3.1 DEADLINE FOR PROPOSAL – October 21, 2021 by 3:00 pm**

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- 1.3.2 PROPOSER RESPONSIBILITY** - We expect you to be thoroughly familiar with all specifications and requirements of this RFP. Your failure or omission to examine any relevant form, article, site or document will not relieve you, as a contractor, from any obligation regarding this RFP. By submitting a Response, you are presumed to concur with all terms, conditions and specifications of this RFP unless you have specifically, by Section number, raised objection. Objections we consider excessive or affecting vital terms may reduce or eliminate your prospects for award.
- 1.3.2.1 SUBMISSION OF PROPOSALS** – Proposals should be prepared in such a way as to provide a straight forward, concise delineation of capabilities to satisfy the requirements of the RFP. Extensive binding, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance and clarity of content.
- 1.3.2.2 COMPLETENESS** – Proposals shall be completed in all respects as indicated. A proposal may be rejected if it is conditional or incomplete, or it contains irregularities of any kind.
- 1.3.2.3 FALSE/MISLEADING STATEMENTS** - Proposals which contain false or misleading statements, or which provide references which do not support an attribute or capability of the proposed system may be rejected. If, in the opinion of the District, such information was intended to mislead the District in its evaluation of the Proposal and the attribute, condition or capability as a requirement of the RFP, the proposal shall be rejected.
- 1.3.2.4 PROPOSAL SIGNATURE** – The proposal must be signed by an individual who is authorized to bind the responding firm contractually. The signature should indicate the title or position that the individual holds in the firm. Firms who sign their contracts with the name of the firm must provide the name of the corporate officer for signature validation by the District. An unsigned proposal shall be rejected.
- 1.4 AWARD** – Regional San will award to the contactor who presents the greatest value, in our view, to Regional San from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the District Purchasing Manager to be in the best interest of Regional San. Thus, the result will not be determined by price alone.
- 1.4.1 CONTRACT EXECUTION** - This RFP and the Contractor’s Response will be made part of any resultant Contract(s) and will be incorporated in the Contract as set forth. This RFP and the Contractor’s response will be made part of any resultant Contract and will be incorporated in the Contract as set forth.
- 1.5 PRECEDENCE** - In the event of contradictions or conflicts between the provisions of the documents comprising the Contract, they will be resolved by giving precedence in the following order:
- 1) The provisions of the Contract (as it may be amended);
 - 2) The provisions of the Proposer’s Response (as it may be clarified);
 - 3) The provisions of the RFP (as it may be supplemented).
- 1.6 CONTRACT PERIOD** - Any contract resulting from this RFP shall be for a three year period commencing with contract award. Regional San reserves the right to extend any resulting contract(s) for two additional one-year terms. Renewals for the second and third year will be per mutual agreement between Regional San and the contractors.

1.6.1 ISSUING OFFICER – The issuing officer and mailing address to send proposals, questions, and all other correspondence concerning the RFP is:

Tamblynn Stewart
Senior Contract Service Officer
Sacramento Regional County Sanitation District
(916) 875-9014
stewartt@sacsewer.com

1.7 SPECIAL PROVISIONS

1.7.1 Contract period: The District intends to award a contract for (3) years. In order to promote efficiency and economy, the District reserves the right to extend the contract awarded for two (2) additional one-year periods. Such extension(s) will be at the option of the District, subject to same terms, conditions, favorable prices, and agreement between the vendor and the District.

1.7.2 Experience: The Contractor shall have at least five years of business experience in providing temporary Electrician Contract Services to commercial firms and/ or governmental agencies

1.7.3 Security: The successful Respondent and their employees will be responsible for adhering and conforming to all Regional San security procedures and policies. This will include observing and reporting any suspicious or unusual activity that threatens safety or security. Relevant Plant security policies and procedures will be made available to all Respondents attending the mandatory walk-through.

1.7.4 Billing: Contractor shall only bill the District monthly in arrears for the satisfactory temporary services performed. Should the contract's billing cycle be more frequent than that, it is understood that the District will only pay on a monthly cycle.

1.7.5 Health and safety:

- a. Contractor shall provide injury and illness prevention training to employees; specifically, employees shall be trained in hazardous materials and bio-hazardous materials (clean up and dispose of bodily fluids, human waste, etc.) handling and disposal procedures.
- b. Contractor shall plan and conduct work in a manner that will safeguard all persons from injury and shall take all precautions as required by Cal-OSHA and General Industrial Safety Orders for health and safety.
- c. Before starting any part of the work, contractor's assigned personnel must first attend a safety training session presented by District staff for specific areas of the plant where hazardous chemicals are stored. When necessary, the District may expect the attendance of the contractor management crew to other safety training sessions at no additional expense to the District. The District may stop any person who has not attended a required safety training session from further performing on the contract. In addition, the District may stop any person who has not adhered to the plant's safety requirements from further performing on the contract.

- d. The District shall make every possible effort to accommodate the needs of the Contractor, consistent with safety and operational requirements, and in the interest of prompt completion of the work. Contractor shall comply with the requirements of the current District safety Manual, CAL Osha, and Title 8 and 19 of the California Code of Regulations. In certain Areas, the District safety requirements exceed California OSHA safety requirements and those Safety requirements will be provided prior to the start of the work.

The Contractor shall submit their Workers Compensation Experience Modification Factor (EMF), and the previous year's Cal/OSHA Form 300A-Summary of Work Related Injuries and Illnesses.

1.7.6 Safety Audits

In accordance with the California Code of Regulations, Title 19, Section 2760.12, the District may obtain and evaluate the Contractor's safety performance and programs when work involves performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process (chlorine, sulfur dioxide, and/or digester gas systems). The Contractor shall submit a copy of their current safety program(s) as it pertains to contract work performed on or adjacent to a covered process. Examples of documents required may include items such as safety manuals, I.I.P.P., training documentation, and certification.

1.7.7 SCERS POST RETIREMENT EMPLOYMENT POLICY

- A. Any employee of, or contractor retained by, CONTRACTOR who is retired from Sacramento County service is subject to SCERS Post Retirement Employment Policy and must adhere to limitations on post-retirement service, including a 180-day waiting period before working for the County or REGIONAL SAN/SASD and a 960-hour per calendar year cap when working for the County or REGIONAL SAN/SASD.
- B. Upon execution of this Agreement, CONTRACTOR shall report to REGIONAL SAN/SASD in writing, the names of current and future employees who will provide services under this Agreement, that are retired from Sacramento County employment.
- C. CONTRACTOR must report to REGIONAL SAN/SASD in writing on a semi-annual basis (January 5th and July 5th of each calendar year), the names of employees retired from Sacramento County employment providing services under this Agreement, and hours those employees have worked during the applicable reporting period. CONTRACTOR shall submit reports to SDASCERSReporting@sacsewer.com.
- D. CONTRACTOR shall not assign employees to provide services under this Agreement in violation of SCERS Post Retirement Employment Policy.

SPECIFICATIONS

Electrical Systems

1.0 General

- 1.1 This specification describes the minimum requirements for **Electrical Systems** for the Sacramento Regional County Sanitation District (Regional San) Control and Electrical Systems (CES) group. Regional San requires a contract to assist in the maintenance of all existing Process Electrical Equipment, at the Sacramento Regional Wastewater Treatment Plant. Maintenance support shall be done by a qualified technician who, by virtue of acceptable training, education, and documented experience is qualified to maintain process electrical equipment. Acceptable training shall include successful completion of the manufacturers' training courses or successful completion of applicable technical courses in a recognized trade school. Personnel assigned to work at Regional San must have specific training and certification to insure that work is performed in a professional manner and in accordance with all safety requirements. The assigned Electrician will report to SRWTP Electrical Systems Supervisor, Gary Spangler (916) 875-9197, or his designated representative for assignments.

The District will decide the level of service to be provided. All District assignments will be subject to District review and approval of the resume, qualifications and actual work performed.

2.0 Minimum Qualifications

- 2.1 Electrician: must have completed a five-year apprenticeship and have two years journeyman experience in the installation, maintenance, and repair of industrial electrical system components and equipment. Include a resume, outlining the electrician's background, experience, and training with the correct documentation. An Apprentice may assist the above Electrician as needed.
- 2.1 (A) Along with a current Certified General Electricians Card via DIR
- 2.2 Company shall maintain a current State Contractor's License.
- 2.3 Company shall maintain current insurance coverage. Proof of the insurance shall be kept current and resubmitted when changes take place and should any contract extension take place. An approved insurance policy must be on file at the District before any work can begin.

3.0 Scope of Work

- 3.1 In-house project support - Electrical installation, maintenance, repair and testing primarily for medium voltage (600 volts and over) equipment and components
- 3.1.1 Medium voltage substations:
- Transformers
 - Air switches
 - Switchgear
 - VCP breakers
 - Protective relay meters and monitoring equipment
- 3.2.1 Medium voltage electrical work:
- Cable installation, removal, splicing, termination and connections per IEEE specifications
 - Temporary generator connections

3.2 Electrical Safety – Required to have a complete understanding of safe work practices in accordance with:

- NFPA 70E, lockout tagout (LOTO) regulations for voltages under and over 600 and any other applicable industry and site specific safety requirements

3.3 Responsibilities

3.3.1 On-call

- Will be on call for 24/7 service availability to provide emergency repairs and troubleshooting at the Regional San Wastewater facility electrical system

4 Physical Requirements

4.3 Ability to work while standing on a ladder

4.4 Ability to work while standing on a platform elevated over twenty (20) feet above ground

4.5 Ability to lift 50 pound objects

4.6 Ability to work outside under all weather conditions

4.7 Ability to work in bucket trucks, JLG's and other aerial lifts.

4.8 Ability to distinguish colors used in electric wiring color coding

4.9 Ability to work in close proximity to strong electromagnetic fields

5 Work Hours

5.3 Electricians work 40 hours per week.

5.4 The overtime rate applies for work that exceeds 8 hours per day or 40 hours per week.

5.5 Work hours are 6:30 a.m. to 2:30 p.m. Monday through Friday. Possibility of weekend work if needed.

6 Work Tools

6.3 Electricians must supply and use their own hand-tools. This includes screwdrivers, pliers, cutters, and terminal crimpers, voltage testers up to 600V and DMM meter along with cordless tools, any specialty Electric or pneumatic driven tools are generally provided by the District.

6.4 All other electronic test equipment as needed.

7 Special Requirements

7.3 License requirements: The Electrician assigned must possess a valid California Driver's License, Class C or higher. Failure to maintain this license may cause the District to refuse the services of the Electrician. CDL copies shall be provided to the District prior to assignments being made. The District shall be notified immediately if any CDL changes occur.

7.4 Plant Safety Orientation: The Electrician assigned will be required to attend a Plant Safety Orientation class which may include (but, not limited to) the following topics; Chemical and Gas area authorization, gas monitor usage, and confined space entry procedures.

8 Service Vehicle

8.3 The District may request a service vehicle be provided by the Contractor, for use by the electrician. That vehicle will serve as transportation for the Electrician within the Regional San service area. The vehicle must have current registration with the California DMV.

8.4 The District may request a service vehicle which will be charged at the rate quoted on the price proposal sheet. Mileage will not be reimbursed for driving to and from the job site, before or after work hours.

8.5 Service vehicle should be equipped with step ladders in the 4', 6', 8', height and a 16-20' extension ladder.

9 Personnel

9.3 Contractor shall provide relief personnel as necessary to ensure that each assignment is performed per specifications, regardless of employee absenteeism

9.4 Assigned personnel shall be able to speak, read, and understand the English language to the extent needed to perform the required services satisfactorily and safely at an industrial plant environment. Assigned personnel shall be able to read and understand all warning and danger signs posted throughout the plant of potential hazards and instructions to safety. The lead person or responsible member of the crew shall also be able to communicate the English language in writing with the Regional San custodial representative regarding any incident or inquiry. Further, such person shall be at least 18 years of age and shall be able to telephone or radio the plant control center in the event of an emergency.

9.5 Contractor will be required to learn the proper operation of the security alarm system.

9.6 Contractor shall notify District of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, graffiti, vandalism, and/or damage to building contents.

9.7 The successful Respondent and their employees will be responsible for adhering and conforming to all Regional San security procedures and policies. This will include observing and reporting any suspicious or unusual activity that threatens safety or security. Relevant Plant security policies and procedures will be made available to all Respondents attending the mandatory walk-through.

9.8 Contractor shall only bill the District monthly in areas for the satisfactory electrician service performed

10.0 Information provided in this proposal:

- Cover Page (page 1)
- Notice to Contractors
- Key Action Dates
- Introduction
- Specifications
- Cost Response Page
- Evaluation and Award
- General Terms and Conditions
- Contractor License Certification
- District Insurance Requirements
- Regarding Insurance Coverage
- Vendor Questionnaire
- Confidential Response
- Customer References
- Subcontractors
- Exception Response Page

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Proposal Response: Interested proposers must complete and return the following pages/sections by the closing date and time shown on the cover page in order to be considered.

- Cover Page with authorized signature (page 1)
- Cost Response Page
- Contractor License Certification
- Regarding Insurance Coverage
- Vendor Questionnaire
- Confidential Response
- Customer References
- Subcontractors
- Exception Response Page
- Two (2) copies of proposal and mark the original as the “Original” or “Master Copy”

Note: The District will not accept proposals by way of facsimile transmission or e-mail. Proposals must be signed and received in a sealed envelope. Refer to instructions on the cover page.

Protests: After receipt of the District’s Intent to Award notice, any bidder who has questions or concerns should immediately contact the Issuing Officer for discussion. Any bidder who believes that they have grounds for a protest must submit a written protest on company letterhead within three (3) business days after the Intent to Award letter has been sent out. Any protest letter must state the specific grounds for protest and the actions being requested of the District. **No protest received after 4 p.m. on the 3rd business day shall be accepted.**

If any District holiday falls within the 3 business day protest response period the protest acceptance period will be extended by the holiday(s). For example, if the Intent to Award notice is issued on a Friday, a protest must be received by Wednesday at 4 p.m. Should any of the 3 days be a County holiday the deadline will be extended by the number of holidays occurring during the 3 business day protest response period.

COST RESPONSE PAGE

Cost Response Page: Labor Rates

1.1	Electrician:		
		Straight Time Rate:	\$ /hour
		Overtime Rate:	\$ /hour
1.2	Service Vehicle:		
		\$	per /day

Holidays

The following holidays are observed by the District. Technicians will not normally be scheduled to work on the days that are chosen by the County to observe these holidays. The actual County holiday calendar is available the December before the new calendar year begins.

Holiday List:

- New Years Day
- Martin Luther King Day
- Abraham Lincoln’s Birthday
- George Washington’s Birthday
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving & Day After
- Christmas Day

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EVALUATION AND AWARD: The evaluation team will consist of representative(s) from Regional San. Proposals will be evaluated in three phases, as follows:

Phase 1: In phase 1, Proposals will be examined as to whether or not the Respondents understood and responded in accordance with the following requirements:

1. Attendance by the Respondent at a Mandatory Pre-Proposal walk-through site inspection of the Regional San.
2. Proper completion and submittal of required Proposal documents.

Respondents who did not respond in accordance with any of the above requirements will be immediately disqualified.

Phase 2: In phase 2, Proposals that were not disqualified in phase 1 will be evaluated and scored using the table below.

Evaluation Criteria	Maximum Points	Score
Qualification <ul style="list-style-type: none"> · Experience · References <ul style="list-style-type: none"> · Quality of service · Promptness of service · Reliability/dependability 	8 8 6 6	_____ _____ _____ _____
Capacity/Capabilities <ul style="list-style-type: none"> · Facility · Equipment · Staff 	3 6 6	_____ _____ _____
Employment Practices <ul style="list-style-type: none"> · Policies and procedures · Employee benefits · Training · Injury & illness prevention program (safety) · Affiliations and accreditations 	2 2 2 2 2	_____ _____ _____ _____ _____
Work Plan <ul style="list-style-type: none"> · Schedule, work plan, products, and staffing · Integrity/expertise of contractor · Contractor’s commitments, warranties and representation (quality assurance) 	15 12 12	_____ _____ _____

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Quality of Response		
· Adherence to RFP special provisions, specifications, terms and conditions	3	_____
· Completeness of answers to questionnaire	5	_____
Total score	100	

Phase 3: In phase 3, those Respondents with a score of less than 75 will be disqualified. Competitive pricing will determine the successful Respondent from all of those with a score of 75 or greater.

Non-performance:

- a. Whenever, in the opinion of the District, the work is neglected by the Contractor, the District may request to have the Contractor bring additional labor, materials, and supplies into the work. If the Contractor fails to correct the unsatisfactory condition(s) within five (5) working days, the Contractor shall be advised of so in writing. The District shall have no obligation to give the Contractor more than two (2) notices of unsatisfactory performance during the contract period; and, should the Contractor again fail to perform the services pursuant to the contract, the District may declare the contract in default, terminate the contract, and contract with another.
- b. In the event of default by Contractor, the District shall be liable only for payment of those services performed and accepted prior to the date of termination. Additionally, the Contractor and/or surety may be held liable and may be assessed any and all costs for the re-procurement of services.
- c. Upon termination due to unsatisfactory performance, the District shall be under no obligation to buy any equipment, materials, or supplies remaining in the Contractor's inventory that the Contractor bought in anticipation of this contract.

Background check:

- a. The District reserves the right to review the personal background and conduct security clearances on the Contractor's assigned personnel. The Contractor shall certify that all employees assigned to work under the contract have successfully passed a criminal background check, prior to assignment. The Contractor shall cooperate with the District authorities and shall comply with all regulations in effect during the contract period.
- b. Upon the request of the District, the successful Respondent shall provide the names of all persons who may be assigned to do the work on the contract for the purpose of completing a criminal background check. The following information shall be provided with each name to the District: date of birth, Social Security number, California driver's license number, and current address.
- c. Any person or persons not acceptable to the District shall be prohibited from working on the contract. The contract may not be awarded if the Contractor will be unable to perform the work with the number of persons acceptable to the District.

GENERAL TERMS AND CONDITIONS

Valid offer: Proposals received are an irrevocable offer and shall be valid for ninety (90) days following the closing date for receipt of Proposals.

Changes to Proposal: The District retains the right to negotiate changes in a Proposal by any offeror, and to reject any or all Proposals if none of the submissions are responsive to its needs.

Public Record: All Proposals become the property of the District. Accepted Proposals and any subsequent award become public records. Proprietary material must be clearly marked as such. Pricing and service elements of the successful Proposal will not be considered proprietary information.

Terms of sale: Terms of sale may include a cash discount; however, a minimum of “Net 30 days” will be required for this RFP/award.

F.o.b. point: The f.o.b. point shall be f.o.b. destination (Regional San facilities).

Licenses and permits: Contractor shall obtain and keep in effect at all times during the duration of the contract, any licenses and permits necessary for the Contractor's operations. All such costs shall be at the Contractor's expense.

Health and safety: The Contractor shall plan and conduct the work in a manner that will safeguard all persons from injury and shall take all precautions as required by Cal-OSHA (California-Occupational Safety and Health Administration) and the General Industry Safety Orders for health and safety.

Hazardous materials: All materials subject to the requirements of the California Code of Regulations, Title 8, Article 110, Section 5194 must be identified.

Material safety data sheet: It is required by law that all hazardous materials be accompanied with a “material safety data sheet” (MSDS) at time of delivery.

Work on District premises: Except for those risks inherent in the work to be performed by the Contractor, the District agrees to provide the Contractor and its employees a safe working environment for any work in the performance of this contract that must be undertaken on premises owned or leased by the District. While the Contractor's employees are on the District's premises, the Contractor shall maintain strict work discipline and effect its work in compliance with governmental laws or regulations pertaining to occupational safety and health. Contractor shall not enter District premises to start work without making prior arrangements.

Standards of conduct: The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to his/her employees as may be necessary. In addition, the Contractor and crew shall always be courteous, cooperative, and professional toward District representative and the public in the course of their work. All assignments and problems shall be handled promptly and professionally to the satisfaction of the District.

Public safety: The Contractor shall erect such warning and directional signs as may be necessary for public safety.

Protection of property: The Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damage to existing facility or property caused by the contractor's personnel or equipment will be promptly repaired by the District to the condition existing before the damage occurred, and the Contractor and/or the Contractor's surety shall fully reimburse the District for all expenses, including the cost of labor.

Correspondence: The Contractor shall respond to all inquiries and complaints in an expeditious manner. Correspondence shall be conducted on the contractor's official stationery. The Senior Contract Services Officer shall receive a copy of all correspondence.

Timely reporting of incidents: The Contractor shall immediately report any on-the-job incident to the District representative. At the earliest available time following the incident, the Contractor shall prepare and submit a written report to the District representative, fully documenting the incident.

Right to terminate: Either party may terminate this agreement, without cause, by notice from the terminating party to the other party specifying the effective date of termination, which date shall be at least thirty (30) calendar days after receipt of notice by the non-terminating party. Notwithstanding, the Contractor shall remain obligated to perform services pursuant to this agreement and the District shall remain obligated to pay compensation for services performed prior to the effective date of such termination.

The monthly rate shall be prorated for a partial month as follows:

$$(\text{Monthly rate} \div 22 \text{ working days}) \times \text{the number of days worked.}$$

Changes in work: Should the District, at any time during the progress of said work, request any alterations, deviations, additions, or omissions from the said agreement, specifications, or plans, it shall be at liberty to do so. And the same shall in no way affect or make void the agreement, but will be added to or deducted from the amount of said agreement price as the case may be, by a fair and reasonable valuation subject to the mutual agreement of the parties.

Unrestricted quantities: The District is not limited to purchase all of its requirements from any contract resulting from this RFP/award.

Subcontracting: The performance of the work may not be subcontracted except upon consent of the District; and, no such subcontracting will be permitted if it would relieve the original Contractor or his surety of their responsibilities under the agreement.

Non-recognition of subcontractors: No subcontractor will be recognized as such, and all persons engaged in the work under the blanket order will be considered as employees of the Contractor, and their work shall be subject to all provisions of the blanket order. The District and its representatives will deal only with the Contractor, who shall be responsible for the proper execution of the work.

Dismissal of unsatisfactory employees: If any person employed by the Contractor or any subcontractor fails or refuses to carry out the directions of the District representative, or is, in the opinion of the District representative, incompetent, unfaithful, intemperate, or disorderly; or uses threatening or abusive language to any person at the facility; or if otherwise unsatisfactory, he/she shall be removed from the work immediately, and shall not again be employed on the work except upon consent of the District representative.

Liability of District officials: Neither the District, nor its officers, employees, agents, nor representatives, nor any of them shall be responsible for any liability arising in the performance of the contract. For instance, the Contractor may elect to store his/her equipment, materials, and supplies at the job site (upon obtaining permission), but does so at his/her own risk.

Nondiscrimination: The Contractor shall not discriminate in the provision of services because of color, race, creed, national origin, religion, sex, sexual orientation, age, or physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), the American with Disabilities Act (42 U.S.C. Section 12131 et seq.), and all other applicable laws and regulations requiring no discrimination.

Non-assignment: Contractor shall neither assign nor subcontract any of the services required under this contract without prior written consent of the District.

Contractor not an agent: Except as District may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this agreement to bind District to any obligation whatsoever.

Compliance with all laws: Contractor shall comply with all applicable federal, state, and local statutes, ordinances, regulations, directives, and laws and this contract shall be deemed to be executed with the state of California and construed with and governed by the laws of the state of California.

Criminal Background Check: The Contractor selected will be required to provide the name, date of birth, and social security number of all personnel who will be assigned to do the work, for the purpose of obtaining a criminal background check from the Sacramento District Sheriff's Department. This information must be furnished within twenty-four (24) hours, and shall apply to any new personnel due to employee turnover.

Clarification, Exception or Deviation: Each Respondent may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your Proposal response. If there are no clarifications, exception or deviation indicated, it will be considered that none exist.

In writing: Oral communications with District employees about this Request for Proposal shall not be binding on the District, and shall not excuse the Contractor from any obligation set forth herein. No modification or amendment to this Request for Proposal shall be valid unless it is set forth in writing -- via a signed addendum or amendment from the Purchasing Division buyer.

Integration: This contract constitutes the entire contract between the District and the Contractor regarding the subject matter of the contract. Any prior agreements, whether oral or written, between the District and the Contractor regarding the subject matter of this contract are hereby-terminated effective immediately upon full execution of this contract. No modification or amendment to this contract shall be valid unless it is set forth in writing and is signed by the parties hereto.

Independent contractor:

1. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor's assigned personnel shall not be entitled to any benefits payable to employees of District. District is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this agreement; and as an independent contractor, Contractor hereby indemnifies and holds District harmless from any and all claims that may be made against District based upon any contention by any third party that an employer-employee relationship exists due to this agreement.
2. It is further understood and agreed by the parties hereto that Contractor in the performance of its obligation hereunder is subject to the control or direction of District as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by Contractor for accomplishing the results.
3. If, in the performance of this agreement, Contractor employs any third persons, such person shall be entirely and exclusively under the direction, supervision, and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor.
4. It is further understood and agreed that as an independent contractor and not an employee of District, neither the Contractor nor Contractor's assigned personnel shall have any entitlement as a District employee, right to act on behalf of District in any capacity whatsoever as agent, nor to bind District to any obligation whatsoever.
5. It is further understood and agreed that Contractor must issue W-2 and 941 Forms for income and employment tax purposes, for all of Contractor's assigned personnel under the terms and conditions of this agreement.

Responsibility of independent contractor:

1. Contractor as an independent contractor, shall be liable and hereby expressly assumes and accepts exclusive liability as an employer under the Federal Insurance Contribution Act, the Federal Unemployment Tax Act, Federal Social Security Act, the Unemployment Compensation Act, or any other Federal or State laws or acts which in any way affect or relate to the relationship of employer and employee, and shall be liable for Social Security or Unemployment Compensation or other taxes or penalties arising or levied by reason of the employment of such persons, and shall be responsible for the collection and remittance of any taxes so levied, upon Contractor, on account of the persons employed by Contractor.

Invoicing

1. Submit electronic copies of invoices to:

Sacramento Regional County Sanitation District
SRCSDFiscal@sacsewer.com
8521 Laguna Station Road
Elk Grove, CA 95758

2. Date of Service for each invoice shall contain a minimum of the following information: invoice number and date; remittance address; “bill to” and “ship to” addresses; purchasing order number (PO#); quantities; item descriptions, unit prices and extensions; sales / use tax; and an invoice total.
3. For payment purposes, the contractor shall obtain a Purchase Order number from the District for each separate order/invoicing. These are individually numbered for control purposes, and each separate order/invoicing will require a unique Purchase Order number to be issued to the vendor by the District. If the Purchase Order number does not appear on the contractor's invoice, payment may be delayed because it would generally take longer to match the vendor's invoice with the customer's ordering document.
4. Invoices shall be rendered monthly in arrears.

Invoice discrepancies shall be handled in a professional, courteous, and expeditious manner.

In the State of California, government agencies are not allowed to pay excess interest and late charges. Per Government Codes, Section 926.10, interest shall be entitled commencing the 61st day and shall be 6 percent per annum.

CONTRACTOR LICENSE CERTIFICATION

Pursuant to the Business and Professions Code of the State of California, Section 7030:

“Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors State License Board, 9821 Business Park Drive, Sacramento, California 95827, Mailing Address: P.O. Box 26000, Sacramento, California 95826.”

The undersigned Contractor certifies that it is now licensed in accordance with the provisions of the Contractor’s License Law of the State of California, and the number of said license is _____, and the classification of said license is _____, and the said license expires _____.

Company Name

Business Address

By: _____
Authorized Signature

Type or Print Name

Title

Dated: _____

Corporate Seal

If Contractor is a Corporation

State of Incorporation:

INSURANCE REQUIREMENTS FOR CONTRACTORS

Without limiting Contractor's indemnification, Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, his agents, representatives or employees. District shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the County's Risk Management Office the insurance provisions in these requirements do not provide adequate protection for District and for members of the public, District may require Contractor to obtain insurance sufficient in coverage, form and amount to provide adequate protection. District's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

Verification of Coverage

Contractor shall furnish the District with certificates evidencing coverage required below. **Copies of required endorsements must be attached to provided certificates.** The District may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of the District and the general public are adequately protected. All certificates or evidences of self-insurance are to be received and approved by the District before performance commences. The District reserves the right to require that Contractor provide complete, certified copies of any policy of insurance offered in compliance with these specifications. As an alternative to insurance certificates, the Contractor's insurer may voluntarily provide complete copies of all required insurance policies, including endorsements, affecting the coverage required by these specifications.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **GENERAL LIABILITY:** Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, and Personal & Advertising Injury, without exclusions or limitations unless approved by County Risk Management Office.
2. **AUTOMOBILE LIABILITY:** Insurance Services Office's Commercial Automobile Liability coverage form CA 0001, auto coverage symbol "1" (any auto). If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply.
3. **WORKERS' COMPENSATION:** Statutory requirements of the State of California and Employer's Liability Insurance.
4. **UMBRELLA or Excess Liability** policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverage that at least follows from over the underlying insurance requirements where necessary for Commercial General Liability, Automobile Liability, Employers' Liability, and any other liability coverage designated under the Minimum Scope of Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$2,000,000	
Products Comp/Op Aggregate:	\$2,000,000	
Personal & Adv. Injury:		\$2,000,000
Each Occurrence:	\$2,000,000	

2. Automobile Liability: \$1,000,000 Combined Single Limit per accident for bodily injury and property damage. Individually owned vehicles, including those of contractor’s employees, if required to travel from work site to work site in order to perform work, must maintain auto coverage not less than \$50,000 per person/\$100,000 per accident/\$50,000 property damage or \$100,000 combined single limit.
3. Workers' Compensation: Statutory.
4. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
5. UMBRELLA or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers’ Liability, and any other liability coverage designated under the Minimum Scope of Insurance.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and accepted by the District.

Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

1. **ADDITIONAL INSURED STATUS:** SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, the County of Sacramento, and their governing Boards, officers, directors, officials, employees, and authorized volunteers and agents (collectively the “Additional Insured Parties”), are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no endorsed limitations on the scope of protection afforded to the Additional Insured Parties. Applicable to General Liability and Auto Liability Policies.

2. **PRIMARY INSURANCE:** For any claims related to this agreement, the Contractor's insurance coverage shall be endorsed to be primary insurance as respects the Additional Insured Parties. Any insurance or self-insurance maintained by the Additional Insured Parties shall be excess of the Contractor's insurance and shall not contribute with it. Applicable to General Liability and Auto Liability policies.
3. **FAILURE TO COMPLY:** Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insured Parties. Applies to policies in which the District is named as an additional insured.
4. **SEVERABILITY OF INTEREST:** The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Applicable to General Liability and Auto Liability policies.
5. **MAINTENANCE OF INSURANCE COVERAGE:** The Contractor shall maintain all insurance coverages in place at all times and provide the District with evidence of each policy's renewal within ten (10) days after its anniversary date. Contractor is required by this Agreement to immediately notify County if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. Contractor shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement. Applicable to all policies.
6. **WORKERS' COMPENSATION WAIVER OF SUBROGATION AND ALTERNATE EMPLOYER:** The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, and the County of Sacramento and their governing Boards, officers, directors, officials, employees, and authorized volunteers and agents, which might arise by reason of payment under such policy in connection with performance under this Agreement by the Contractor. The contractor's workers' compensation policy will be required to include the "Alternate Employer Endorsement" naming the District as the alternate employer.
7. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than **A-VII**. The County Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of the District and the general public are adequately protected.
8. **SUBCONTRACTORS:** Contractor shall require all subcontractors to maintain adequate insurance. Subcontractors shall name CONTRACTOR as additional insured on their General Liability policies. CONTRACTOR shall maintain copies of certificates of insurance and additional insured endorsements as provided by contractor's subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.
9. **NOTIFICATION OF CLAIM:** If any claim for damages is filed with Contractor or if any lawsuit is

instituted against Contractor, that arise out of or are in any way connected with Contractor's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect County, Contractor shall give prompt and timely notice thereof to County. Notice shall not be considered prompt and timely if not given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, the County of Sacramento and their respective governing Boards, officers, directors, officials, employees, and authorized volunteers and agents, (collectively "Indemnified Parties") from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto (collectively "Claims") including cost of defense, settlement, arbitration, and reasonable attorneys' fees, resulting from injuries to or death of persons, including but not limited to employees of either Party hereto, and damage to or destruction of property or loss of use thereof, including but not limited to the property of either Party hereto, arising out of, pertaining to, or resulting from the acts or omissions of the Contractor, its officers, employees, or agents, or the acts or omissions of anyone else directly or indirectly acting on behalf of the Contractor, or for which the Contractor is legally liable under law regardless of whether caused in part by an Indemnified Party. Contractor shall not be liable for any Claims to the extent caused by the active negligence of an Indemnified Party where such indemnification would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

This indemnity shall not be limited by the types and amounts of insurance or self-insurance maintained by the Contractor or the Contractor's Subcontractors.

Nothing in this Indemnity shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this Indemnity shall survive the expiration or termination of the Agreement.

REGARDING INSURANCE COVERAGE

To Be Submitted with Proposal

Proposer HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request for Proposal No.8395 High Voltage Electrical Services Contract. Should the Proposer be awarded a contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Sacramento Regional County Sanitation District as Additional Insured for the work specified.

Name of Proposer (Person, Firm, or Corporation)

Signature of Proposer's Authorized Representative

Name & Title of Authorized Representative

Date of Signing

VENDOR QUESTIONNAIRE

In submitting a Proposal, each Respondent shall also provide the following information: (Use additional sheets, if necessary.) Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying Proposal must address all items. Incomplete Proposals may be rejected.

Organization: Describe your firm's qualifications to provide the service specified in this RFP. Be sure to include: founding date (month and year) and brief history of firm; facility/office location, current number of employees (full-time and part-time); special equipment acquired for the work; firm's vision and mission statements, and key services offered.

References: List three or more clients for whom you have been providing Electrician Contract Services. List references that are current and similar in size and scope of work. For each of these references, include organization name, address, and the name and telephone number of the contact person. Please do not list Regional San as a reference when submitting the three (3) references.

Contract Administrator: Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract, if awarded to your firm.

Emergency Information: List name and telephone number of person(s) that the District may need to contact in case of an emergency after hours, on weekends or holidays.

Subcontracting: Is your firm planning to subcontract portions of the work? Yes ___ or No ___. If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted in each case.

Employees: How many employees do you plan to hire or retrain to provide the services specified in the RFP? Are they going to be permanent, full-time or part-time employees? How long must a part-time employee work in your firm to become a permanent, full-time employee? What percentage of your staff is currently employed full-time, on a permanent basis?

Employee benefits: What kind of employee benefits does your firm have to offer to employees? Are your part-time employees going to be paid the wage plus benefits on an hourly basis?

Employment Practices: Include with your submittal a summary of your firm's employment policies and procedures, as well as any equal employment opportunity and affirmative action policies. In addition, include a summary of your firm's training and injury & illness prevention programs.

Affiliations and Accreditations: What are your firm's affiliations and accreditations?

Business License: Include with your submittal a copy of your firm's current business license. (Be sure to include a copy of same for any subcontractor listed.)

Certificate of Insurance: The Contractor must have insurance meeting the minimum insurance requirements set forth herein (see Insurance Requirements for Contractors). Include a copy of your firm's insurance certificate or a letter from surety stating that your firm is insurable for the limits required if awarded the contract. Certificate of Insurance must be furnished to the District within fourteen (14) days of notification of award.

Clarification, Exception or Deviation: Each Respondent may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your Proposal response. If there is not clarification, exception or deviation indicated, it will be considered that none exist.

CONFIDENTIAL RESPONSE

Sacramento Regional County Sanitation District
8521 Laguna Station Road
Elk Grove, CA 95758-9550

Subject: Use of Confidential Regional San Information

Our company will respect and maintain strict confidentiality in the use of all data that our company employees may gain access to for the purpose of preparing a response to RFP# 8395 High Voltage Electrical Services Contract and for the performance of any subsequent contract. Information obtained from Regional San will be used only by authorized company employees and for only those purposes for which Regional San provides the information. Those employees who handle the information will be notified of its strictly confidential nature. Our company will also take responsibility for returning to Regional San promptly after use, all documents supplied along with all records of information derived there from.

Sincerely,

Signature of Company Representative

Date

CUSTOMER REFERENCES

R-1

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-2

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-3

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

R-4

Account Name	
Address	
Contact Person/Title	
Phone Number	
Personnel Provided / Year(s)	

SUBCONTRACTORS

R-1 \$ AMT % of Work

Account Name			
Address			
Contact Person/Title			
Phone Number			
Service Provided/Year			

R-2 \$ AMT % of Work

Account Name			
Address			
Contact Person/Title			
Phone Number			
Service Provided/Year			

R-3 \$ AMT % of Work

Account Name			
Address			
Contact Person/Title			
Phone Number			
Service Provided/Year			

R-4 \$ AMT % of Work

Account Name			
Address			
Contact Person/Title			
Phone Number			
Service Provided/Year			

EXCEPTION/RESPONSE PAGE