



REQUEST FOR PROPOSALS

CALTRANS WORK CREWS PROGRAM ADMINISTRATION C RFP # 2018-02

RFP RELEASED: 10/23/2017
TECHNICAL QUESTIONS DUE: 12:00 p.m. on 11/3/2017
PROPOSALS DUE: No later than 3:00 p.m. on 11/13/2017

SUBMIT PROPOSALS TO:
San Bernardino Community College District
ATTN: Steven Sutorus, Business Manager
114 South Del Rosa Drive, San Bernardino, CA 92408
Phone: 909.382.4031 • Fax: 909.382.0174
Email: ssutorus@sbccd.cc.ca.us

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1.0 INSTRUCTION TO SUBCONTRACTORS

This section will provide necessary information for SUBCONTRACTORS to qualify as legally “responsive” to this Request for Proposals (RFP). This section should be studied carefully before attempting to respond so that proposals are not rejected on a minor technicality that could have been avoided.

1.1 NOTICE FOR INVITING PROPOSALS

Notice is hereby given that the Governing Board of the San Bernardino Community College District (SBCCD) of San Bernardino County is issuing a Request for Proposal for administration of a program for placement of parolees in the Caltrans Work Crews Program as summarized in the scope of work herein. SBCCD hereby invites you (SUBCONTRACTOR) to submit a Proposal according to the terms and procedures defined herein no later than 3:00 p.m. (PDT), 11/13/2017, directed to Steven Sutorus, Business Manager, at 114 S. Del Rosa Dr., San Bernardino, CA 92408 as per the specifications on file with Purchasing Office.

1.2 PURPOSE

San Bernardino Community College District (SBCCD) is seeking proposals from qualified SUBCONTRACTOR who can administer a program for the placement of parolees into the California Department of Transportation, hereinafter referred to as “Caltrans”, Work Crews Program. SBCCD Professional Development Center (PDC) is partnering with the California State Department of Corrections and Rehabilitation (CDCR), Division of Rehabilitation Services (DRP) and the California State Reentry Initiative (CSRI) to coordinate this service.

The CSRI Center in San Bernardino is currently operational. Parolees who are actively participating in the CSRI program are eligible for the Caltrans Program. SUBCONTRACTOR must be able to demonstrate the ability to deliver the requested work crew services.

SUBCONTRACTOR will be paid a flat rate per day per crew. However, since the minimum wage will be increasing during the life of this contract, the minimum hourly wage to be paid to participants through SUBCONTRACTOR will increase accordingly. As an example, parolees will be paid \$12.00 per hour January 1, 2018 through December 30, 2018 and \$13.00 per hour January 1, 2019 through June 30, 2019. As a result, is expected that the amount to be reimbursed per crew will be approximately: \$1,250 January 1, 2018 through December 31, 2018; and \$1,325 January 1, 2019 through June 30, 2019. However, since this is a fee-for-service contract, the total paid during the fiscal year will be the result of actual crews worked and the number of days of service was provided.

1.3 REJECTION OF PROPOSALS

SBCCD’s Governing Board reserves the right to reject any or all proposals or any part of each proposal; to waive any irregularity in any proposal and to determine which, in its sole judgment, best meets SBCCD’s needs to receive an award **after** successful contract negotiations. SUBCONTRACTOR may not withdraw its proposal for a period of **one hundred eighty (180) days** after the opening thereof.

1.4 SUBCONTRACTORS

If a subcontractor will be used by SUBCONTRACTOR to comply with any portions of this RFP, that fact must be stated in the proposal. The names of the subcontractors and their

duties shall be specified in the proposal.

1.5 RFP COMPLIANCE, FORMS, AND CERTIFICATES

1.5.1 ACKNOWLEDGEMENT OF INDEMNIFICATION AND INSURANCE REQUIREMENTS

There are certain indemnifications and insurance provisions which must be included in the final agreement(s) with SBCCD. The SUBCONTRACTOR shall maintain Workers' Compensation Insurance as required by statute and shall submit a certificate of such insurance with its proposal response. SBCCD requires the following levels of coverage:

- A. Commercial General Liability including bodily injury personal injury and property damage in the amount of \$1,000,000 per occurrence, \$10,000,000 aggregate;
- B. Employer's Liability in the amount of \$1,000,000;
- C. Professional Liability in the amount of \$1,000,000;
- D. Automobile Liability, all automobiles, in the amount of \$300,000 for combined single limit.

1.5.1.1 INSURANCE POLICY REQUIREMENTS

The foregoing insurance coverage plans shall be primary and non-contributing with respect to any other insurance which may be maintained by SBCCD.

- A. All policies, except for Workers' Compensation and Employer's Liability and Professional Liability, shall be endorsed to include the San Bernardino Community College District as an additional insured and contain a Cross Liability or Severability Clause.
- B. The Workers' Compensation and Employer's Liability policies shall be endorsed to waive all rights of subrogation against SBCCD.
- C. SBCCD does not represent or warrant that the types or limits of insurance adequately protect SUBCONTRACTOR'S interest or sufficiently cover SUBCONTRACTOR'S liability. Failure by SUBCONTRACTOR to maintain the insurance coverage plans specified herein shall be considered a material breach of this Agreement.
- D. Prior to commencing work, SUBCONTRACTOR will furnish SBCCD with properly endorsed certificates of insurance acceptable to SBCCD which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to SBCCD. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: San Bernardino Community College District, Attn: Steven Sutorus, Business Manager, 114 South Del Rosa Drive, San Bernardino CA 92408.
- E. No payments will be made to SUBCONTRACTOR until current and complete certificate(s) of insurance are on file with the Business Services Department of SBCCD.

1.5.2 NON-COLLUSION AFFIDAVITS

Affidavits are required to be completed by the SUBCONTRACTOR declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix B.

1.5.3 AFFIDAVIT OF CONFIDENTIALITY AND INDEMNIFICATION AGREEMENT

SUBCONTRACTOR may designate selected portions of their proposal as confidential, such as proprietary information not publicly disclosed about their products. However, if a claim to release the confidential portion is made under the California Public Records Act, SBCCD will notify the SUBCONTRACTOR of such a claim but will not defend the SUBCONTRACTOR's rights to privacy.

1.5.4 SB 854 DIR COMPLIANCE

Bidders are advised that this contract may be a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Wage rates can be obtained from the Director of the Department of Industrial Relations at <http://www.dir.ca.gov/OPRL/dprevagedetermination.htm>. As of March 1, 2015 all contractors bidding on a public works project must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. <http://www.dir.ca.gov/Public-Works.html>

1.5.5 DEBARMENT CERTIFICATION

SUBCONTRACTOR must certify that its company, and its principals have not been debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are voluntarily excluded from conducting business with a federal department or agency of the federal government.

1.6 CONFIDENTIALITY

The submitted proposals and Response Forms are public records subject to public disclosure pursuant to the provisions of the Public Records Act (Government Code Section 6250). SBCCD will notify the SUBCONTRACTOR of any public request for disclosure of such documents.

1.7 PROPOSAL FORMAT

SUBCONTRACTOR shall use the forms and formats used in the appendices and described herein. The use of other forms may be cause for rejection of proposals. Every effort has been made to make the entry of this information as straightforward as possible, but in a format that can be fairly evaluated for inclusion in the RFP and in the order presented in this RFP. It is the intent of this RFP and the appendices to ascertain full and complete disclosure of all costs related to the successful implementation of the products and services requested. If there are additional costs or requirements which are not covered in the RFP and appendices it is the SUBCONTRACTOR's responsibility to present that information during the RFP Window (the time following RFP release and the date the RFP Responses are due). Failure to disclose any of these costs in the RFP Response may constitute disqualification. All proposals should be submitted in the following format to enable SBCCD to fairly evaluate and compare all proposals. Failure to follow this format may constitute disqualification from consideration.

Section 1.0 EXECUTIVE SUMMARY

SUBCONTRACTORS are asked to outline briefly the entire scope of the proposal and key elements to which readers should pay particular attention.

Section 2.0 SUBCONTRACTOR PROFILE

SUBCONTRACTORS may describe in narrative form the nature and history of their company, relationships with other vendors if proposing jointly, etc.

Section 3.0 LEGAL SPECIFICATIONS

SUBCONTRACTORS may wish to clarify their responses on the legal specifications and their policies with respect to contract negotiations. A blanket rejection of all SBCCD Professional Services Agreement terms in lieu of SUBCONTRACTOR standard contract terms will deem SUBCONTRACTOR as non-responsive and may remove them from consideration.

Section 4.0 PROJECT SPECIFICATIONS

SUBCONTRACTOR shall outline and describe their proposals following the scope and specifications enumerated in Section 4.0. Specific exceptions to SBCCD specifications should be described and justified here as well as any additional information the SUBCONTRACTOR feels relevant to their proposal. Paragraphs shall be numbered to follow the enumeration of Section 4.0 so as to provide the Evaluation Committee the ability to objectively score each proposal.

Appendices:

The only official response to this RFP is what is submitted on the RFP Response and the appendices included with this proposal. Ancillary and supplemental comments will be considered in the evaluation but cannot substitute or contradict responses put in the forms.

Appendix A - Non-Collusion Affidavit

No additional directions necessary. This standard form is self-explanatory.

Appendix B - SUBCONTRACTOR Profile Form & Designation of Names

This is the official signature page for the RFP Response and where pertinent information is identified.

Appendix C - Financial Statements

Please furnish financial information that accurately describes the financial stability of SUBCONTRACTOR.

Appendix D - Professional Services Agreement

Included in this appendix to the RFP is an example of all of SBCCD's required legal clauses. If an alternate is proposed, exact language must be included in SUBCONTRACTOR response.

Appendix E – Local Vendor Designation

No additional directions necessary. This standard form is self-explanatory.

1.8 PROPOSAL SUBMISSION

Three (3) copies of the proposal in addition to a flash drive containing the electronic RFP response are required. Proposal copies should be submitted in three-ring, loose-leaf binder form. All data shall be clearly and legibly written, preferably typewritten, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes or erasures must be initialed by the individual signing the proposal. All blank spaces provided must have entries.

Proposals must be received in **sealed envelopes or containers** clearly showing the

SUBCONTRACTOR name, address and **San Bernardino Community College District, Caltrans Work Crews Program Administration C - RFP 2018-02.** No proposals may be withdrawn after submission.

1.9 SUBCONTRACTOR CONDUCT

During the RFP Window (from release of this RFP to Final award), SUBCONTRACTOR is not permitted to contact any SBCCD employees or members of the Governing Board unless at the request of SBCCD's designated contact person found on the title page of this RFP or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

1.10 QUESTIONS REGARDING THIS RFP

Any administrative or technical questions concerning the requirements presented in this RFP must be directed to the contact on the title page of this RFP via US Mail, fax, or e-mail; e-mail is preferable. Technical questions must be submitted to Steven Sutorus, Business Manager no later than 12:00 p.m. 11/3/2017. The Evaluation Committee will draft responses to be posted as Addenda.

1.11 CONTRACT DOCUMENT

Certain contract language acceptable to SBCCD covering all of the services specified in this RFP are detailed in Appendix A and Section 3.0 related thereto. No terms or conditions can be added or changed by SUBCONTRACTOR after the proposals are received by SBCCD. Attempts to change the terms or conditions specified after the proposals are received by SBCCD may cause a proposal to be rejected as non-responsive. SUBCONTRACTOR may propose alternate and additional language to the terms provided, but are subject to negotiation and acceptance by SBCCD

1.12 EVALUATION

The SBCCD Evaluation Committee will review proposals and determine those that are responsive. The Evaluation Criteria include, but are not limited to, the following:

- A. Responsive:
 - a. Compliance with Required Forms and Certificates,
 - b. Adherence to the RFP Response Forms and format,
 - c. Complete consideration of all project specifications,
 - d. Complete cost proposal;
- B. Responsible:
 - a. Sufficient references for which similar types of services had been provided,
 - b. Proof of financial stability and viability,
 - c. Experience of the firm and assigned personnel with the services proposed,
 - d. Resources that demonstrate adequate capacity to perform services proposed;
- C. Proposal:
 - a. Value and quality of services to be rendered,
 - b. Demonstrated knowledge of legal requirements,
 - c. Work plan in conformity with scope of project,
 - d. Fees and costs;

In the event a single proposal is received, SBCCD may conduct a separate cost analysis of the proposal. Where it is not possible to obtain a valid cost analysis, it may be

necessary for SBCCD to conduct an independent cost analysis of the proposal price.

1.13 COST OF PROPOSAL DEVELOPMENT

SBCCD disclaims any financial responsibility for, and SUBCONTRACTOR shall be solely responsible for, any costs incurred by the SUBCONTRACTOR in responding to this RFP, whether or not it is the successful SUBCONTRACTOR, including the costs for bonding, legal costs for any reason, visitation/travel expenses, reproduction, postage and mailing, and the like.

1.14 RFP INTERPRETATION AND ADDENDA

Any changes, clarifications, or other interpretations regarding this RFP may be sent by SBCCD to each SUBCONTRACTOR who has received or requested an RFP and in addition, will be posted on District's website. These Addenda will become part of the RFP and will be included by reference in the Final contracts between the SUBCONTRACTOR(s) and SBCCD.

1.15 AWARD

As explained above, any award is subject to successful contract negotiations between SBCCD and the selected SUBCONTRACTOR. Selection as the Preferred SUBCONTRACTOR is not an award and the process will be concluded with the execution of the final agreement(s) with the SUBCONTRACTOR concerned pursuant to Governing Board authorization.

The final Agreement(s) shall be signed by the successful SUBCONTRACTOR and returned, within ten (10) working days after the Agreement has been mailed or otherwise delivered to SUBCONTRACTOR. No Agreement shall be considered as in effect until it has been fully executed by all of the parties thereto. Failure to execute the Agreement within ten (10) working days after the Agreement has been mailed or otherwise delivered to the successful SUBCONTRACTOR shall be just cause for the cancellation of the award. Award may then be made to an alternative SUBCONTRACTOR (selected by the Committee), or the proposal may be re-advertised as SBCCD may decide.

1.16 INDEMNIFICATION

SUBCONTRACTOR agrees to indemnify, defend and hold harmless SBCCD and its Governing Board, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), alleged to be caused by or arising from: (a) the negligent acts, errors, or omissions of SUBCONTRACTOR or SUBCONTRACTOR's subcontractor, agents or employees; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission of SUBCONTRACTOR or its employees, agents, or subcontractors; (c) the use of any copyrighted materials or patented inventions; or (d) SUBCONTRACTOR breach of its warranties or obligations under this Agreement.

The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement.

1.17 NOTICE OF SUIT OR ACTION FILED

The SUBCONTRACTOR shall give SBCCD immediate notice of any suit or action filed or prompt notice of any claim made against SBCCD arising out of the performance of this contract. The SUBCONTRACTOR shall furnish immediately to SBCCD copies of all pertinent papers received by the SUBCONTRACTOR. If the amount of the liability claimed exceeds the amount of insurance coverage, the SUBCONTRACTOR shall authorize representatives of SBCCD to collaborate with counsel for the insurance carrier, if any, in setting or defending such claim.

1.18 PROHIBITED INTEREST

No Board member, officer, or employee of the San Bernardino Community College District or of a local Public Body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. If any such interest comes to the knowledge of any party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4 of Chapter 1 of Division 4 of Title 1 (Sections 490-497) of the Government code of the State of California.

1.19 FINAL CONTRACT

The following documents are considered part of the final agreement:

- A. The final agreement between SBCCD and the SUBCONTRACTOR(s);
- B. All schedules, implementation plans, service descriptions, and the like developed during the proposal evaluation phase for inclusion in the Final agreement;
- C. The SUBCONTRACTOR proposal in total, including all addenda and attachments;
- D. This RFP as originally released, with Appendixes, Exhibits, and any addenda released prior to proposal opening;
- E. RFP Response and any addenda released prior to proposal opening.

SBCCD may terminate any resulting Agreement(s) for convenience at any time by giving the SUBCONTRACTOR written notice thereof. Upon termination, SBCCD shall pay the SUBCONTRACTOR his allowable cost incurred to date of termination, and those costs deemed reasonably necessary by SBCCD to effect such termination. The effective date of termination shall be the date of Notice of Termination.

1.20 TIMELINE

The anticipated timeline, subject to change, for the complete process is as follows:

Event	Tentative Date
RFP Release – Response Window Opens	10/23/17
Bidder’s Conference – (9am -10 am, SBCCD Board Room)	10/31/17
Technical Questions Due	11/3/17
Proposals Due – Response Window Closes - 3:00pm	11/13/17
Preferred SUBCONTRACTOR selected, contract negotiated and awarded	11/20/17
Contract subject to Governing Board approval	12/14/17
Work Commences	1/1/18

2.0 DISTRICT PROFILE

The San Bernardino Community College District was established in 1926 and serves most of the County of San Bernardino and a small portion of the County of Riverside. The District includes two comprehensive community colleges: San Bernardino Valley College and Crafton Hills College, a Professional Development Center, and KVCR-TV and FM. The District employs approximately 800 full-time permanent faculty and staff and approximately 600 part-time faculty, and have approximately 18,700 students enrolled in one or more courses during the 2017 Spring Semester.

3.0 LEGAL SPECIFICATIONS

SBCCD's Legal Specifications are contained in a sample contract template in Appendix A. This reflects the terms and conditions necessary to be included in the Final agreement(s) for the products and services specified herein. These specifications are to be used as the basis for the Final agreement(s) but are negotiable. The purpose will be to standardize the evaluation of the SUBCONTRACTOR agreements and to augment them where there are provisions required by SBCCD that are not included in the existing SUBCONTRACTOR agreements. SBCCD requires that each of these specifications be addressed in the Final agreement(s) in essentially the language provided or some acceptable substitute language. The inclusion of the SUBCONTRACTOR standard forms and/or boilerplate does not constitute a response to these Legal Specifications.

4.0 PROJECT SPECIFICATIONS

This section will provide necessary information regarding the services SBCCD shall expect outlined and described in a successful proposal. Services proposed in addition to the Scope of Project should be separately identified and quoted, and SBCCD shall consider these additional services optional. Prior to submitting a response it is recommended for the SUBCONTRACTOR to drive by each campus to be better able to gauge the scope of the job, if necessary.

4.1 QUALIFICATIONS & EXPERIENCE

This section should establish the ability of SUBCONTRACTOR to exceptionally perform the required work by reasons of demonstrated competence in the proposed services to be rendered, the nature and relevance of similar work currently being performed or recently completed, and competitive advantages over other firms in the same industry.

- A. Furnish background information including date of incorporation/founding, legal form, location of offices, principal line of business, number of employees, days/hours of operation and any other pertinent data.
- B. Describe most noteworthy qualifications for providing proposed services to be rendered. Specifically highlight those qualifications that provide a competitive advantage.
- C. Describe any significant developments in organization such as changes in ownership or personnel in the past five years.
- D. Describe any litigation pending against SUBCONTRACTOR.
- E. List, at minimum, three references to include the reference's firm, name, respective salutation, position title, mail address, phone number, fax number, and email.
- F. Identify Project Manager assigned to SBCCD account. Include a detailed resume of

Project Manager including description of qualifications, professional certifications, job functions, and office location.

- G. Identify the key personnel that would be assigned to SBCCD account. Include brief resumes of key personnel including description of individual qualifications, professional certifications, job functions, and office locations. Furnish an organizational chart for key personnel assigned to SBCCD account.

4.2 SCOPE OF PROJECT

This section should establish that SUBCONTRACTOR understands SBCCD's objectives and requirements by demonstrating its ability to meet those requirements and outlining the plan for accomplishing the specified work.

4.2.1 GENERAL OVERVIEW

The San Bernardino Community College District is looking for a SUBCONTRACTOR to administer a program for placement of parolees into the Caltrans Work Crew Program by carrying out the District's duties and responsibilities in strict conformance with the terms and conditions required by the California Department of Corrections and Rehabilitation (CDCR) as set forth below.

SERVICES:

SUBCONTRACTOR understands the role of DISTRICT as it relates to SUBCONTRACTOR'S responsibilities as outlined in this paragraph and agrees that SUBCONTRACTOR shall perform the following duties and shall provide the following services to CDCR on DISTRICT'S behalf under this Agreement.

PAROLEE WORK CREW PROGRAM:

SUBCONTRACTOR shall administer a program pursuant to Penal Code Section 2780 et. seq. for the placement of parolees to perform certain labor intensive work on behalf of the CDCR, for Caltrans. The work shall be performed at various locations within State right of way and other properties under the jurisdiction of the State of California.

Caltrans will select the actual work site locations. Caltrans and DISTRICT will agree upon a schedule.

SUBCONTRACTOR will be solely responsible for supervision, custody, care and control of the parolee crew(s) assigned to work on state highways. There shall be no commingling of parolee work crews with the public or other Caltrans work crews or staff other than the immediate technical direction by Caltrans to ensure quality control of work.

Caltrans will, at its sole expense, provide technical direction to SUBCONTRACTOR with respect to the work programs performed under the terms of this agreement and will provide safety instructions, trash bags, litter pickers, hand tools and work locations.

SUBCONTRACTOR shall be responsible for parolee pay, worker's compensation, custody, care and supervision, except for the aforementioned technical direction performed by Caltrans.

SUBCONTRACTOR has sole responsibility for all insurance needs/requirements.

SUBCONTRACTOR shall provide each parolee work crew with a passenger van and will lawfully transport the parolees and provide a portable toilet and drinking water to and from the work sites.

Caltrans will provide parolee crews with safety equipment including, but not limited to, signs, personal protective equipment (hard hats, safety vests, gloves, eye protection). SUBCONTRACTOR will monitor and administer the use of the safety equipment provided.

Caltrans will provide the necessary safety instructions and explain the work to be done. Caltrans shall furnish the necessary warning signs and instruct the SUBCONTRACTOR's personnel on the placement of signs. Caltrans will provide any required traffic control.

SUBCONTRACTOR shall provide parolee work crew and filled trash bag counts to the Division of Adult Parole Operations by telephone on a daily basis via the PDC Program Director or their designated representative. SUBCONTRACTOR shall also provide copies of Parolee Crew Supervisors' Time Card and Parolee Work Supervisor's Time Log to the PDC Program Director or their designated representative on a weekly basis.

Only qualified Caltrans employees will operate complex equipment. SUBCONTRACTOR work crew supervisor(s) will operate vans for transport of parolee work crews and the towing of porta-potties.

In the event that a parolee is injured on the job, the SUBCONTRACTOR shall be responsible for ensuring that the injured person receives the appropriate level of medical care and transportation to a medical facility and shall be responsible for the administration of any claims by said parolees due to injury on the job as well as for treatment of injuries. The PDC Program Director shall be notified within 24 hours of any injuries incurred while working under this contract, or by the following work day.

Negligence or failure on the part of the SUBCONTRACTOR to perform the duties associated with this contract will be reported to the PDC Program Director within 24 hours of any such negligence or failure, or by the following work day. DISTRICT PDC shall investigate the stated concern(s) and respond. Concerns presented verbally may be responded to verbally or in writing. Written concerns will be responded to in writing.

SUBCONTRACTOR reserves the right to refuse any work site which may be unsafe.

Kinds of work performed by the parolees and for which SUBCONTRACTOR shall have oversight shall consist of, but not be limited to the following:

- a. Litter and debris removal (roadside and landscape) which is the first and main priority.
- b. Manual weed control.
- c. Paint over or remove graffiti.
- d. Trim or remove unwanted, unsightly, dead, overgrown, etc., brush and trees within the right of way.
- e. Make firebreaks at fence lines where appropriate adjacent to shoulders in lieu of spraying, grading, mowing, or disking.

- f. Remove fire tinder within the right of way, e.g., dead grass, fallen limbs, etc.
- g. Plant natural vegetation on friable cut and fill slopes and any other areas subject to erosion.
- h. Plant restoration in landscaped area by removing dead plants and replanting.
- i. General yard work at maintenance stations.
- j. Minor storm damage repair activities.

Work shall not include work performed by Caltrans employees as specified by any written labor agreement.

STAFF:

SUBCONTRACTOR, at its own cost and expense, shall provide such staff as is reasonable and necessary to fulfill the terms and conditions of this Agreement. These individuals shall remain SUBCONTRACTOR employees as follows:

Each work crew shall have one “non-parolee” Supervisor provided by SUBCONTRACTOR. The supervisor’s salary shall be at a wage not to exceed \$25 per hour. The supervisor is typically the driver of the van which transports parolees to work locations; however, if a separate driver is hired, the salary shall be at a wage not to exceed \$25 per hour. The supervisor shall be responsible for: 1) the day-to-day performance of parolee job responsibilities, 2) training and overseeing the work and safety of parolees, 3) working with other SUBCONTRACTOR staff, CDCR, and DISTRICT PDC, and 4) otherwise maintaining the integrity of the program.

The supervisors are responsible for the safety of the parolees and other participants at all times during the work day, and for ensuring that daily project deliverables are met. In conjunction with a SUBCONTRACTOR provided full-time designated PDC Program Director, the supervisors are responsible for assuring that their vehicles are in proper working condition, contain proper tools and equipment, and are outfitted for the day’s work assignment.

The crews are expected to work an eight (8) hour day, five days a week, Monday through Friday, excluding holidays. The supervisors of the work crew must have a working communication device, e.g. cell phone on their person at all times. All cell phones will also include hands-free components to ensure the safety of the crews when talking on the phone and driving at the same time.

SUBCONTRACTOR, at its own cost and expense, shall provide or make available one full-time designated Project Manager who will be the principal liaison between the supervisor, CDCR, DISTRICT PDC, CSRI, SUBCONTRACTOR and the community at-large. This person shall also serve as a substitute supervisor in case of absence. The Project Manager shall work with Caltrans and DISTRICT PDC to oversee the daily work activities to be undertaken and ensure that the crews have directions, instructions, training, appropriate tools, and other information and equipment to perform the job.

SUBCONTRACTOR at its own cost and expense shall be responsible for all incidents of such staff employment including wages, benefits, payroll taxes, and workers’ compensation and State Disability Insurance.

SUBCONTRACTOR agrees not to enter into any subcontracts for work performed under this agreement without prior written consent of SBCCD.

TRANSPORTATION:

SUBCONTRACTOR at its own cost and expense shall be responsible for and provide one 12-passenger van capable of hauling a tool/restroom trailer for use by each crew of participants and the Work Crew Supervisor. Said vehicles shall be outfitted for highway-adjacent work including safety devices such as light bars on the top of the vans and yellow flashing lights on top of the trailer. SUBCONTRACTOR shall be responsible for appropriate vehicle registration, insurance, and identification. SUBCONTRACTOR shall be responsible for and provide all vehicle fuel, maintenance, repair, and other vehicle requirements.

MONITORING AND ADMINISTRATION:

SUBCONTRACTOR shall, pursuant to CDCR's contract with DISTRICT, monitor and administer Caltrans' provision of technical direction and oversight of the work program including the provision of safety gear, parolee pay, and custody and control as follows:

1) *Safety Gear:*

SUBCONTRACTOR shall monitor and administer Caltrans' provision of reasonable and necessary safety gear to parolee participants and SUBCONTRACTOR staff which at a minimum shall include two pairs of work pants, four work shirts, steel-toed boots, jacket with project identification, safety vest, hard hat, safety goggles and three pairs of work gloves per participant as well as all reasonable and necessary traffic cones, triangles, flares, first aid kits, and road signage.

2) *Parolee Pay:*

SUBCONTRACTOR shall monitor and administer parolee pay (at least minimum wage), workers' compensation, custody, care and supervision, except for technical direction performed by Caltrans.

3) *Custody Care and Control:*

SUBCONTRACTOR shall monitor and administer supervision, custody, care and control of the parolee crew(s) assigned to work on state highways.

SUBCONTRACTOR EMPLOYEE MISCONDUCT:

During the performance of this Agreement, should there be an incident of use of force or allegation(s) of employee misconduct associated with and directly impacting inmate and/or parolee rights, SUBCONTRACTOR will immediately notify DISTRICT PDC of the incident(s) and cause an investigation to be conducted. CDCR retains the power to conduct an independent investigation of any incident(s). Furthermore, SUBCONTRACTOR agrees to the jurisdiction of CDCR to conduct an investigation of their facility and staff, including review of SUBCONTRACTOR employee personnel records, as a condition of the Agreement.

REPORTS:

SUBCONTRACTOR shall furnish, as it develops, the following information to DISTRICT:

- 1) Current activities of SUBCONTRACTOR by written weekly reports;
- 2) Current problems and developments as needed but no less often than weekly;
- 3) Information on perceived risks as needed but no less often than weekly; and
- 4) All complaints, comments, and critical remarks as needed but no less often than weekly.
- 5) Other reports as requested.

ADDITIONAL SERVICE:

In addition to the services outlined above, other services shall include, but not be limited to the following:

- 1) Regular attendance at DISTRICT requested meetings;
- 2) Communication of DISTRICT's policies to Caltrans and parolee participants as requested;
- 3) Maintenance of adequate staffing;
- 4) Cooperation with DISTRICT's personnel;
- 5) Investigation and handling of problems, and complaints;
- 6) Responsive follow-up to all inquiries and correspondence received from DISTRICT PDC;
- 7) Conduct drug testing on a random basis to work crew attendees;
- 8) Conduct or permit drug testing when requested by Contractor;
- 9) To the extent feasible, ensure that each participant works a minimum of 4 days per week;
- 10) Be willing to include Section 290 parolees on each work crew not to exceed 25% of the population.

SUBCONTRACTOR shall strive to furnish maximum service to DISTRICT and all parolee participants.

Additionally, SUBCONTRACTOR shall respond to the questions describing its qualifications and understanding of the scope of work by answering the questions below:

1. Describe your understanding of the Caltrans Work Crew Program and why SUBCONTRACTOR is able to deliver the services requested in this RFP.
2. Provide a list of three (3) references which have been clients of SUBCONTRACTOR within the last two (2) years.
3. Attach resumes of each member of the proposed project team and a detailed organizational chart with key personnel for the project identified. These resumes should detail their education, related experience, qualifications, and project responsibilities.
4. Location of office(s) that will coordinate the project, the date the firm was established, number of years in service and number of employees.
5. Provide a line-item budget that reflects SUBCONTRACTOR'S ability and understanding of the staffing and equipment needed to maintain two (2) full-time crews in the field.

6. Provide proposed rate per crew per day, acknowledging the hourly rate per parolee to be paid, as referenced in Section 1.2 above in each period (1/1/18 – 12/31/18, 1/1/19 – 6/30/19).
7. Subject to sufficient notification, please describe SUBCONTRACTOR'S ability to serve additional crews within the Inland Empire.
8. Describe any other value-added or specialized services SUBCONTRACTOR is able to provide at no additional cost to the contract.

END OF BID DOCUMENT

Appendix A**Non-Collusion Declaration****STATE OF CALIFORNIA**

The undersigned declares:

I am the _____ of _____,
(Title) (SUBCONTRACTOR Name)
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ day of

_____, 20__ at _____
(City, State)

Signed: _____



Appendix B

Contractor Profile Form & Designation of Names

CONTRACTOR Name: _____

DUE NO LATER THAN 3:00 P.M. PST on 11/13/17

In response to SBCCD's Notice Inviting Proposals for Caltrans Work Crews Program Administration C, the undersigned submits this firm offer to:

SBCCD
RFP # 2018-02, Caltrans Work Crews Program Administration C
Attn: Steven Sutorus, Business Manager
114 S. Del Rosa Dr.
San Bernardino, CA 92408

Section 1: Designation of Names

Person Responsible for Bid: _____

Street Address: _____

SBCCD, State & Zip: _____

Telephone: _____ Fax: _____

Email: _____

Business Type: _____ TIN: _____
(Corporation, Sole Proprietorship, etc.) (EIN or SSN)

Section 2: Bid

CONTRACTOR must enter a fixed price for each Unit Price item in the space(s) provided on the next page of the Bid Form if applicable. Bidder's unit prices shall include all labor, materials, tools, equipment, overhead, profit, and all other direct and indirect costs and expenses to produce and deliver as required. Prices must be net including discounts.

I, _____, the undersigned, the _____ of
(Type/Print Name) (Title)
_____, hereby declare that I am duly authorized to execute this Bid
(Name of Company)

Form; that I have carefully examined the requirements of this Bid; acknowledge receipt and incorporation of the following Addenda, _____; that this Bid Form constitutes a firm offer to SBCCD that if awarded, all prices shall remain effective as required on this Bid Form; and that, under penalty of perjury under the laws of the State of California, to the best of my knowledge and belief, the information contained in this Bid Form is true and correct.

Signature: _____ Date: _____

Appendix C**FINANCIAL STATEMENTS (*To be supplied by SUBCONTRACTOR*)**



Appendix D

**PROFESSIONAL SERVICES AGREEMENT
(Sample)**

114 SOUTH DEL ROSA DRIVE
SAN BERNARDINO, CALIFORNIA, 92408

This agreement is made and entered into by and between the SBCCD hereinafter referred to as "DISTRICT", and _____ hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, the DISTRICT needs professional services;
and;

WHEREAS, the CONTRACTOR is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

AGREEMENT

1. DESCRIPTION OF SERVICES

Services shall be rendered per RFP of this agreement.

2. TERM

CONTRACTOR will commence work under this agreement on _____, and will diligently prosecute the work thereafter. CONTRACTOR will complete the work not later than _____. CONTRACTOR shall not commence work until the Board has approved the Agreement. This agreement may be renewed for two (2) additional one (1) year terms upon written notice by DISTRICT.

3. COMPENSATION

- a. Payment(s) shall be made in the following manner: in the amounts listed on Exhibit B.
- b. The contract amount shall not exceed the original purchase order amount. No change order can be made or incorporated in to this agreement to increase the not to exceed amount. Therefore, the **"Not to Exceed"** amount for this contract is set at _____.
- c. Billing :
CONTRACTOR shall invoice DISTRICT in triplicate upon completion of each phase of services rendered and provide original receipts of all reimbursable travel-related expenses, if applicable.

- d. DISTRICT will not withhold federal or state income tax from payments made to CONTRACTOR under this agreement, but will provide CONTRACTOR with a statement of payments made by DISTRICT to CONTRACTOR at the conclusion of each calendar year.

4. TERMINATION

This agreement may be canceled by either party without cause by written notice and with fifteen (15) calendar days.

5. RELATIONSHIP OF PARTIES

DISTRICT and CONTRACTOR hereby agree and acknowledge that CONTRACTOR, in providing the services herein specified, is and at all times shall be acting as an independent contractor. As such, CONTRACTOR shall have the right to determine the time and the manner in which the contracted services are performed. DISTRICT shall not have the right to control or to determine the results to be attained by the work of CONTRACTOR, nor the details, methods, or means by which that result is to be attained. CONTRACTOR shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines (see Attachment A). The DISTRICT reserves the right to make the final determination as to the correct relationship of the parties.

6. CONTRACTOR'S STATUS

Contractor expressly represents and covenants that he/she is a business duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.

7. INSURANCE PROVISIONS

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- I. A. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work performed by or on behalf of CONTRACTOR; or automobiles owned, leased, hired or borrowed by the CONTRACTOR
- B. For any claims related to this project, the CONTRACTOR's Insurance coverage shall be primary insurance as respect the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has be proved to the DISTRICT.

- II. Professional liability, and/or Errors & Omissions coverages are written on a claims-made form:
 - A. The retroactive date must be shown, and must be before the date of the contract and/or the beginning of the contract work.
 - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contracted work.
 - C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the CONTRACTOR must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
 - D. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
 - III. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the DISTRICT. Exception may be made for Stat Compensations Insurance Fund when no specifically rated.
 - IV. Verification of Coverage: Consultant shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by the clause. The Endorsement should be in a format that conforms to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage require by these specifications at any time.
 - V. Waiver of Subrogation: CONTRACTOR hereby agrees to waive subrogation which any insurer or contractor may acquire from SUBCONTRACTOR by virtue of the payment or any loss. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
 - VI. Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the CONTRACTOR, its employees, agents and subcontractors.
8. **CONTRACTOR shall maintain Insurance with limits of no less than as stated below:**
- General Liability shall have a limit no less than of \$1,000,000 per occurrence, \$10,000,000 aggregate for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate

limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability shall have a limit no less than \$1,000,000 per accident for bodily injury and property damage. The DISTRICT shall be endorsed as additional insured on the policy

Workers' Compensation shall have a limit no less that as required by the State of California.

Professional Liability shall have a limit no less than \$1,000,000 per occurrence

9. HOLD HARMLESS

CONTRACTOR agrees to indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by CONTRACTOR, its officers, agents, or employees while performing operations under the Agreement.

DISTRICT agrees to indemnify, save and hold CONTRACTOR, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by DISTRICT, its officers, agents, or employees while performing operations under the Agreement.

10. AMENDMENTS

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

11. ATTORNEY'S FEES

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

12. ENTIRE AGREEMENT

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

13. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor and not an officer, agent, servant, or employee of DISTRICT. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and sub grantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and CONTRACTOR. Neither CONTRACTOR nor its officers, employees, agents, or sub grantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

14. LAW TO GOVERN: VENUE

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of San Bernardino. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

15. NOTICES

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

IF TO DISTRICT

Steven Sutorus, Business Services
SBCCD
114 South Del Rosa Drive
San Bernardino CA 92408
909-382-4031

IF TO CONTRACTOR**16. VALIDITY**

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

17. EXHIBIT AND ADDENDUM INCORPORATED

Exhibit "A" is attached hereto and incorporated into this Agreement by reference.

18. PUBLIC EMPLOYEE

If CONTRACTOR is a regular employee of a public entity, all services which CONTRACTOR renders under this agreement will be performed at times other than CONTRACTOR'S regular assigned workday for said entity or during periods of vacation or leave of absence from said entity.

19. STRS RETIREE

CONTRACTOR shall provide DISTRICT with a statement indicating whether or not CONTRACTOR is a retired member of the State Teacher's Retirement System of the State of California.

20. ASSIGNMENT

This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

_____ Date _____
DISTRICT SIGNATURE
Steven J. Sutorus, Business Manager

_____ Date _____
CONTRACTOR SIGNATURE

Name: _____

Title: _____

APPENDIX E

LOCAL VENDOR DESIGNATION

SBCDD AP 6330 Section 3: The Purchasing Department will accept recommendations from the requesting department for potential vendors, but will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:

- Those contracts which State Law or, other law or regulation precludes this local preference.
- Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
- Public Works construction projects.

A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process.

Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.

Is your company requesting to be designated as a local vendor? Yes____ No____

If yes, does your company conduct business in a physical location within the County of San Bernardino? Yes____ No____

If yes, does your company hold a valid business license issued by an agency within the County of San Bernardino? Yes____ No____

If yes, please include a copy of your current business license as an attachment to this application.

If yes, has your company been conducting business in San Bernardino County for at least six months? Yes____ No____