



COUNTY OF ORANGE

Sheriff-Coroner
PROCUREMENT SERVICES
320 North Flower Street
Santa Ana, CA, CA
92703-5002

Date: Thursday, March 12, 2026

INVITATION FOR BIDS
FOR: MOLD REMEDIATION SERVICES
BID MUST BE RECEIVED BEFORE:
March 27, 2026 / 4:00 pm
IFB # IFB-060-2986801-AM-2

Procurement Services Regular Office Hours:

8:00 AM to 5:00 PM
Monday through Friday

The office is closed between 12:00 PM and 1:00 PM

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A - New - Model Contract - IFB-060-2986801-AM-2 - Mold Remediation Services - AM 3.12

SECTION 1. General Information

1.1 BACKGROUND

The Orange County Sheriff's Department, has various facilities requiring as-needed inspection, testing, cleaning, repairs and remediation of mold, contaminants, pollutants and other undesired substances. Service to be performed in accordance with County requested standards, State, Federal and local laws, regulatory requirements and codes.

1.2 IMPORTANT NOTICE

The County has attempted to provide all information available. It is the responsibility of each Bidder to review, evaluate, and, where necessary, request any clarification prior to submission of a bid. If any person contemplating submitting a bid in response to this IFB is in doubt as to the true meaning of any part of the solicitation documents attached hereto or finds discrepancies in or omissions from the specifications, they must submit a written request for clarification/interpretation to the County Deputy Procurement Agent (DPA), Adam Mitchell, via the County's online bidding system.

1.3 CLARIFICATION/INTERPRETATION

If clarification or interpretation of this solicitation is considered necessary by County, a written addendum shall be issued and the information will be posted on County's online bid system. Any interpretation of, or correction to, this solicitation will be made only by addendum issued by the County DPA. All addenda will be submitted and posted on the County's online bidding system. It is the responsibility of each Bidder to periodically check the County's online bidding system to ensure that they have received and reviewed any and all addenda to this solicitation. The County will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

All questions or requests for interpretation must be received within this solicitation's Question & Answer section by Friday, March 20, 2026 before 4:00 pm.

1.4 COMMUNICATION

Bidders are not to contact other County personnel with any questions or clarifications concerning this Invitation for Bid (IFB). All questions regarding this solicitation must be submitted via the Question & Answer section of this solicitation within the County's eProcurement Portal at: <https://procurement.opengov.com/portal/ocgov>. Any County response relevant to this IFB other than through or approved by County is unauthorized and will be considered invalid.

County's Deputy Procurement Agent, Adam Mitchell, amitchell@ocsheriff.gov, will provide all official communication concerning this IFB.

1.5 BID VALIDITY

Bids will be valid for a period of 365 days after IFB closing date.

1.6 LOBBYISTS

County of Orange does not require and neither encourages or discourages the use of lobbyists or other consultants for the purpose of securing business.

**ORANGE COUNTY BOARD OF SUPERVISORS
AND COUNTY AGENCY OFFICERS**

Board of Supervisors

Janet Nguyen, First District
Vicente Sarmiento, Second District
Donald P. Wagner, Third District
Doug Chaffee, Fourth District
Katrina Foley, Fifth District

County Agency Officers

Claude Parrish, Assessor
Hugh Nguyen, Clerk-Recorder
Todd Spitzer, District Attorney-Public Administrator
Don Barnes, Sheriff-Coroner
Shari L. Freidenrich, Treasurer-Tax Collector
Andrew Hamilton, Auditor-Controller

SECTION 2. General Instructions

2.1 REVIEW

Before submitting a bid, Bidders shall carefully review the General Instructions and examine the solicitation contents, including the Model Contract Terms, Conditions and Scope of Work. Bidders shall include in their bid response a monetary sum to cover the cost of all items included in the Contract. The Model Contract contained in this solicitation is the Contract proposed for execution. Upon award, awarded Bidder will be required to sign and submit Contract for execution.

2.2 RESPONSIVENESS

Responsive bids shall include completed submittals/attachments provided in the Vendor Responses.

2.3 BID SUBMISSION

Electronic Bids shall be submitted via the County's online bidding system via the following link <https://procurement.opengov.com/portal/ocgov>. All required sections of the IFB as listed above, must be submitted via the County's eProcurement Portal. Bidder is solely responsible for "on time" submission of their electronic bid. The County will not accept late bids and no exceptions shall be made. County will only receive those bids that were transmitted successfully.

Note: Electronic Bids cannot be viewed by County until after the solicitation deadline. If you encounter any problems with your registration, system, bid submission, or other system issues, please contact OpenGov's support staff via the live chat option or via email at procurement-support@opengov.com.

2.4 AWARD

Upon recommendation of Contract award, Bidder will be required to submit the following documents within seven (7) days of County notification, unless otherwise specified in the solicitation:

- A. Insurance: Certificate(s) of Insurance, including additional Insured Endorsement(s); refer to Model Contract, Article-Insurance

- B. **W-9 Form:** Current signed W-9 (Taxpayer ID No & Certification), which includes Contractor's Legal Business Name(s). Out of State Vendors are required to submit a 587/590 Form.

2.5 PRICING

- A. **Bid Prices:** The bid prices quoted on this solicitation shall be firm for the entire contract term of the awarded Contract.
- B. **Addenda:** Bid prices offered shall reflect all addenda issued by County.
- C. **Scope of Work:** Bids shall be submitted only for the items and/or services as stated in the Scope of Work, Attachment A of Model Contract; bids for other than the items and/or services listed will not be considered.
- D. **Firm Prices:** The County will only consider firm price bids.
- E. **Profit:** The net amount of profit will remain firm for the entire term of the Contract. Contract adjustments which increase Contractor's profit will not be allowed.
- F. **Price Decreases:** All price/rate decreases will automatically be extended to the County. Please reference Paragraph – Price Increase/Decrease provision for additional information.
- G. **Acceptance:** Bids must be provided for each item separately, "**all-or-none**" bids will not be accepted unless in the best interest of the County.

2.6 NO SUBSTITUTIONS

The bidder is required to meet all specifications and requirements contained in this solicitation. No substitutions will be accepted, unless prior County written approval is received.

2.7 DISCREPANCIES

Bidder shall take all responsibility for any errors or omissions in their bids. Any discrepancies in numbers or calculations shall be interpreted to reflect the lowest price to the County.

If prior to contract award, a Bidder discovers a mistake in their bid which renders the Bidder unwilling to perform under any resulting contract, the Bidder must immediately notify the buyer and request to withdraw the bid. It shall be solely within the County's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of "all or none" of the items, then any withdrawal must be for the entire bid. If the solicitation provided for evaluation and award on a line item or combination of items basis, the County may consider permitting withdrawal of specific line item(s) or combination of items.

2.8 BID EXPENSES

The County shall not be liable for any expenses incurred by potential Contractors in the preparation or submission of their bids. Pre-contractual expenses are not to be included in the Contractor's Pricing Sheet. Pre-contractual expenses are defined as, including but not limited to, expenses incurred by Bidder in:

- A. Preparing its bid in response to this IFB.
- B. Submitting that bid to the County.
- C. Negotiating with the County any matter related to the bid; and,
- D. Any other expenses incurred by the Bidder prior to the date of the award and execution, if any, of the Contract.

2.9 ACCEPTANCE/REJECTION/AWARD

- A. Bids submitted in response to this IFB may become subject to public disclosure under the California Public Records Act, and other applicable law. The County shall not be liable in any way for disclosure of any such records. Additionally, all bids shall become the property of the County.
- B. The lowest responsive, responsible Bidder will be recommended for contract award.
- C. Bids will be reviewed by the County for responsiveness to all requirements. The County has the right to reject any bid deemed unresponsive or lacking the resources or experience to adequately perform the services described herein.
- D. Only those responsible, responsive bids meeting all solicitation requirements and specifications shall be further reviewed for consideration for award. Award shall be based on the lowest, responsive, responsible bid.
- E. **Please take notice, non-acceptance of the County of Orange terms and conditions, incorporated in model contract, may deem a bid non-responsive. County may not accept any other terms, conditions, or provisions contrary to those contained within this solicitation.**
- F. Final award determination shall be based upon the lowest responsive, responsible bid, and may also include a review of Bidder's ability to meet the requirements and perform the services specified in this solicitation; Bidder's references and past performance; and Bidder's acceptance of County of Orange terms and conditions.
- G. By submitting a response to this solicitation, Bidders agree to accept the decision of the County DPA as final.
- H. Awarded Bidder will be required to sign a contract upon award. If Bidder is a corporation, signature will be provided in accordance with the corporation's code as specified in this solicitation.

2.10 RIGHTS RESERVED TO COUNTY

The County reserves the right to:

- A. Request a sample for determining equality with the specified brand.
- B. Waive, at its discretion, any non-material defects, irregularity, or informality, which County deems correctable or otherwise not warranting rejection of the bid that do not result in any unfair competitive advantage.
- C. Verify and validate any information prior to Contract Award and during the entire term of the Contract.
- D. Make multiple awards to Bidders for services requested in this solicitation, at its sole discretion, to serve the best interests of the County
- E. Accept or reject in whole or in part any or all bids received as a result of this solicitation at its sole discretion and to solicit for new bids, as the best interest of the County may require.
- F. Negotiate the final Contract with the lowest, responsive and responsible Bidder or Bidders as necessary to serve the best interests of the County.

- G. Withdraw or cancel in part or in its entirety this solicitation at any time without prior notice and furthermore makes no representation that any contract will be awarded to any Bidder responding to this solicitation.
- H. Award its total requirements to one Bidder or to apportion those requirements among two or more Bidders as the County may deem to be in its best interests; therefore, bids must be provided for each item separately; “all-or-none” bids will not be accepted unless in the best interest of the County.
- I. Defer award of this Contract for a period of 180 days after the Bid opening. During this period, Bidders shall guarantee the prices quoted in their Bids. County and the lowest responsive, responsible Bidder may mutually agree in writing to extend this deferral period.

2.11 JOINT BIDS

Where two or more Bidders desire to submit a single bid in response to a solicitation, they must do so on a prime/subcontractor basis rather than as a joint venture. The County intends to contract with a single firm or multiple firms, but not with multiple firms doing business as a joint venture.

2.12 UNFAIR PRACTICES AND OTHER LAWS

Bidder warrants that its bid complies with the Unfair Practices Act (Business and Professions Code Section 17000 et seq.) and all applicable County, State and Federal laws and regulations.

2.13 INDEPENDENCE OF BID

By submitting a bid, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.

2.14 AMERICANS WITH DISABILITY ACT (ADA)

To comply with the non-discrimination requirements of the ADA, it is the policy of the County to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications for the procurement process, you must contact the buyer listed in the solicitation.

2.15 SAFETY DATA SHEETS (SDS)

The Contractor is required to provide a completed Safety Data Sheet (SDS) for each hazardous substance provided to the County under the Contractor’s Contract with the County. This includes hazardous substances that are not directly included in the Contract, but are included in the goods or services provided by the Contractor to the County. The provision of the SDSs must be in accordance with the requirements of California Labor Code Sections 6380 through 6399, General Industry Safety Order Section 5194, and Title 8, California Code of Regulations. The SDSs for each substance must be sent to the place of shipment or provision of goods/service.

2.16 CONTRACTOR SAFETY

Contractor shall comply with the County’s Safety and Loss Prevention Policy and Procedure#306 (“Contractor Safety Responsibilities”) and submit a copy of their Injury and Illness Prevention Program (IIPP) and Contractor Safety-Activity Checklist to the County’s Project Manager prior to the start of any

work performed under the Contract. Contractor will notify County Project Manager of any revisions to the Safety-Activity Checklist and will provide a new Safety-Activity Checklist upon County request. The IIPP shall comply with California Code of Regulations, Title 8, Section 1509 or 3203 (whichever applies). Contractor shall submit other safety programs that pertain to the type of job that will be performed on site. County reserves the right to conduct inspections and audits as necessary for the purpose of evaluating any aspect of safety performance under this Contract.

2.17 DUNS NUMBER

The County requires a valid D-U-N-S number prior to Contract Award. If needed, your company may obtain one at no cost at www.dnb.com. If you are unable to provide/obtain a D-U-N-S number, please indicate so in your bid submission response.

2.18 UNIQUE ENTITY IDENTIFIER NUMBER (UEI)

The County requires a valid UEI number prior to Contract Award. If needed, your company may obtain one at no cost at www.usfer.com. If you are unable to provide/obtain a UEI number, please indicate so in your bid submission response.

SECTION 3. Protest Procedures

Any actual or prospective bidder or respondent who alleges an error or impropriety in the solicitation or award of a contract may submit a grievance or protest to Adam Mitchell at amitchell@ocsheriff.gov, as set forth herein.

PROTEST PROCEDURES

All protests shall be typed under the protestor's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

- A. The name, address, and telephone number of the protestor;
- B. The signature of the protestor or the protestor's representative;
- C. The solicitation or contract number;
- D. A detailed statement of the legal and/or factual grounds for the protest; and,
- E. The form of relief requested.

Protest of Solicitation Specifications:

- A. All protests related to solicitation specifications must be submitted to the **Deputy Procurement Agent (DPA), Adam Mitchell** at amitchell@ocsheriff.gov, no later than five (5) business days prior to the Closing Date of the solicitation. Protests received after the five (5) business-day deadline will not be considered by the County.
- B. In the event the protest of specifications is denied, and the protestor wishes to continue in the solicitation process, the protestor must still submit a bid/response prior to the close of the solicitation in accordance with the solicitation submittal procedures provided in this solicitation.

Protest of Award of Contract:

- A. Protests related to the award of a contract must be submitted to the **Deputy Procurement Agent, Adam Mitchell** at amitchell@ocsheriff.gov, no later than five (5) business days after the Notice of Solicitation Ranking Results is provided by the DPA.
- B. Protests relating to a proposed contract award received after the five (5) business day deadline will not be considered by the County.
- C. If the five (5) business day period expires without the receipt of a protest, the department may move forward with the contract award or if necessary, file the item for approval by the Board of Supervisors.

Protest Process

- A. In the event of a timely protest, the County shall not proceed with the solicitation or award of the contract until the DPA issues a decision on the protest.
- B. Upon receipt of a timely protest, the DPA will, within ten (10) business days of receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
- C. The County may, after providing written justification, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the protester's right to the protest procedures outlined herein.
- D. If the protestor disagrees with the decision of the DPA, the protestor may submit a written appeal to the County Procurement Officer requesting an appeal to the Procurement Appeals Board, in accordance with the process stated below.

APPEALS PROCESS

- A. If the protestor wishes to appeal the protest decision of the Deputy Procurement Agent, the protestor must submit, within three (3) business days from receipt of the Deputy Procurement Agent's decision, a written appeal to the Office of the County Procurement Officer.

Written appeals must be sent by mail to the address below with a courtesy copy by email:

County of Orange/County Executive Office
 County Procurement Office
 400 W. Civic Center Drive, 5th Floor
 Santa Ana, CA 92701
 Attn: County Procurement Officer
 CPOAppeals@ceo.oc.gov

- B. Within fifteen (15) business days, the County Procurement Officer will review all materials in connection with the appeal, assess the merits of the protest and provide a written determination that

shall contain his or her decision on whether the appeal shall be forwarded to the Procurement Appeals Board.

- C. The decision of the County Procurement Officer on whether to allow the appeal to go forward will be final and there shall be no right to any administrative appeals of this decision.

SECTION 4. Scope of Work

4.1 SEE MODEL CONTRACT ATTACHED TO SOLICITATION

Model Contract is located in attachment section of this solicitation. IFB-060-2986801-AM-2

4.2 PURPOSE AND BACKGROUND

The Orange County Sheriff's Department has various facilities requiring as-needed inspection, testing, cleaning, repairs and remediation of mold, contaminants, pollutants and other undesired substances. Service to be performed in accordance with County requested standards, State, Federal and local laws, regulatory requirements and codes.

4.3 EMERGENCY SERVICES

In addition to scheduled services, Contractor shall be available for emergency services twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year.

4.4 SERVICE LOCATIONS

Contractor shall perform as-needed services at any current or future Orange County Sheriff Department maintained facility.

4.5 SERVICE COORDINATION

Shop	Personnel	Phone Number
<u>North Shop</u>	Craft Supervisor Shop Planner	TBD
<u>Central Shop</u>	Craft Supervisor Shop Planner	TBD
<u>South Shop</u>	Craft Supervisor Shop Planner	TBD
<u>External Support</u>	Craft Supervisor Shop Planner	TBD
Regulatory Compliance	Shop Planner	TBD
Maintenance Support	Shop Planner	TBD
Maintenance Support	Contract Svcs. Inspector	TBD

Facilities Operations Service Desk / Afterhours Watch Commander Dispatch – (4:30 p.m. to 7:00 a.m.)	TBD
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4.6 COMPLIANCE

- A. Contractor shall ensure County equipment and facilities remains in optimal operational condition and in compliance with all state, federal and local laws, and regulatory agencies, including but not limited to EPA (Environmental Protection Agency) Mold Remediation Guidelines, ANSI/IICRC S520 (Standard for Professional Mold Remediation), OSHA (Occupational Safety and Health Administration) Guidelines for Mold Exposure.
- B. Contractor to perform the following service in accordance with all applicable state, federal and local law, and regulatory requirements, including but not limited to EPA (Environmental Protection Agency) Mold Remediation Guidelines, ANSI/IICRC S520 (Standard for Professional Mold Remediation), OSHA (Occupational Safety and Health Administration) Guidelines for Mold Exposure.

4.7 SERVICE REQUIREMENTS

- A. Contractor shall provide services to include but not limited to, inspection, assessment, testing, containment, removal, corrective repairs, alterations, replacement, cleanup, moisture control, drying, verification, documentation, tagging, record keeping, certification and reporting on mold, contaminants, and other pollutants.
- B. Contractor shall provide County, written recommendations for services including testing, cleaning and repairs means and methods, environmental engineering controls, safety protocol, Personal Protection Equipment (PPE) and tools and equipment necessary to perform services.
- C. Contractor shall consult an Indoor Environmental Professional (IEP) or other specialized expert in the event any question arises regarding industry best practice, mean and methods, relating to personal and public safety and Contractor shall adhere to all IEP recommendation. If conflicting options exist Contractor shall perform to the highest presented standards.
- D. Contractor shall perform service on equipment such that equipment and systems are preserved and restored to effective operational conditions and may be effectively used for its designated purpose.
- E. Contractor, upon authorized County project leads approval, may provide engineering and design services for new, inoperative, inadequate and/or failing County systems or equipment.
- F. Contractor shall provide recommended remediation services for Condition (1) normal fungal ecology, Condition (2) settled spores and Condition (3) actual growth environments.
- G. Contractor shall provide recommend cleaning method, or combination of methods, most appropriate for the environment including but not limited to, Air-based, Heat, Liquid-based or Abrasive.

- H. Physical removal of contamination shall be the primary means of remediation. Killing, encapsulating and/or inhibiting contaminants shall be used only when removal is not possible.
- I. Contractor shall use all appropriate environment controls, during any inspection, test or service to manage workspace environments, and use industry standards, to mitigate any adverse disturbance of mold, mold particulates or the release of any particulates, including vapors, into the environment.
- J. Contractor shall take all measures necessary and use highest industry standards to limit or eliminate cross-contamination of facilities and equipment.
- K. Contractor may perform design and fabrication services for the purpose of returning County equipment to fully operational condition.
- L. All tools and equipment shall be clean, fully operational and inspected by Contractor, prior to entering any County facility, ensuring no cross-contamination of County facilities.
- M. Contractor shall provide, all labor, supplies, supervision, tools, transportation (including parking and travel), Personal Protection Equipment (PPE) and all necessary material and equipment to perform service, including any special diagnostic or adjustment tools, equipment, instruments, and consumables required under manufactures specification, recommendations and County requirements.
- N. Contractor shall during initial inspection, include a preliminary report of determination of any suspect mold, biohazard or potentially hazardous material.
- O. Contractor shall have readily available Safety Data Sheet (SDS) for any chemical or other potentially dangerous substances while performing any service on behalf of County.
- P. Contractor shall provide County a detailed proposed Scheduled Service schedule for County approval, prior to commencement of work, including number of hours per locations and number of technicians required to perform service under terms of the contract.
- Q. Under no condition, shall Contractor attempt to assign or subcontract any portion of repair or service under the contract without prior written approval, by authorized County project representative.
- R. Contractor shall provide detailed reporting on as needed additional service or repairs, to be coordinated with authorized County representative. All quotes for additional services shall contain detailed labor and material charges and approved by County prior to commencement of repair(s).
- S. At the request of the County, contractor may respond to urgent corrective repairs prior to submitting quote for initial call out response.
- T. Contractor shall immediately notify authorized County representative of any site conditions or changes affecting Contractor's ability to perform services.

4.8 CONTRACTOR REQUIREMENTS

- A. Contractor shall prepare and submit all reports on inspections, testing, and services as required by all regulatory agencies, within three (3) business days of service date, if applicable.
- B. Contractor shall make its best efforts to perform all activities in a manner to not impact or interrupt daily County operations. If such an impact or interruption is unavoidable, Contractor shall schedule and duly notify the authorized County representative of pending disruption.
- C. Contractors shall plan all activities to minimize the number of times entering or exiting any facility and restrict all breaks to absolute minimums.
- D. Contractor shall immediately stop all activities if remediation activities encounter or has the potential of disturbing materials thought to contain, asbestos or lead. Contractor, shall immediately notify authorized County representative.
- E. Contractor shall not withhold emergency and/or any service relating to regulatory compliance, certification and/or is deemed critical to daily County operations for any reason during the term of the contract.
- F. All parts and materials shall be new commercial grade, meeting or exceed the Original Equipment Manufacturers (OEM) specifications. Any part or material other than OEM shall be approved by County prior to being utilized.
- G. Contractor shall maintain sufficient materials, PPE, consumables, and supplies available for immediate use to provide services under the terms of the contract.
- H. At all times Contractor shall keep on-hand spill containment equipment and kits sufficient to successfully mitigate spills and protect personnel and County property while performing any service.
- I. Contractor shall perform all work in accordance with generally accepted industry best-practices and all health and safety regulations.
- J. County shall not provide any on-site storage of supplies, equipment, materials, or tools at any County facility, unless approved in writing by authorized County representative.
- K. After completion of service and repairs, Contractor shall provide County a Work Order report with details on work completed and any additional recommended work.
- L. Contractor shall keep all work areas clean and free from debris, rubbish, and hazardous waste and dispose of all waste off County property and in accordance with all State, Federal and Local laws and regulations.
- M. Contractor shall warranty all labor and materials for a minimum of ninety (90) days after completion of repairs.
- N. Contractor shall repair, at no cost to the County, any and all damage caused by Contractor and shall report all accidents, injuries, spills, unusual conditions or activities, immediately to authorized County representative, regardless of magnitude.

4.9 LICENSE REQUIREMENTS

- A. Contractor shall at all times, possess current applicable licenses, certifications and permits required by State, Federal and Local laws and regulatory agencies to perform tasks and duties under the contract, Including but not limited to Contractor Class B or C-22, IICRC Certification (AMRT, WRT), EPA Lead-Safe Certification, OSHA/HAZWOPER Training, Hazardous Waste Transport/Disposal Permit, as required.
- B. Contractor shall comply to all OSHA safety requirements while performing on any County property or equipment.
- C. Contractor shall furnish all pertinent licenses, certifications, permits and fees necessary to perform work under the contract.

4.10 RESERVED RIGHTS

- A. County reserves all rights to all information and data provided by Contractor, without further compensation.
- B. The County reserves the right to add, update, modify and improve equipment using the supplier of its choice. Contractor shall provide written comments, upon request by County, on any impact affecting Contractor's ability to perform any tasks and duties under contract.

4.11 SECURITY, SAFETY AND PERSONNEL

- A. Contractor and employees performing services within secured facilities shall require to submit to background screening. No unscreened or unauthorized personnel shall be allowed to perform any task or duty under the contract.
- B. Contractors' personnel shall renew background screening every two (2) years, or at the request of the County and immediately notify County of any potential changes affecting existing or future clearance.
- C. All Contractor personnel shall be identified by a distinctive Contractor logo, emblem or patch attached prominently on an outer garment. In the absence of uniforms, Contractor shall issue alternative identification. Acceptable forms include, but not limited to business cards, lanyards, or letter on Contractor letterhead. In addition to Contractors' ID all Contractors' personnel shall be required to present an acceptable valid government or state identification card (i.e., driver's license, passport, or identification card) prior to entering any secured facility.
- D. During any performance of work, Contractors' personnel shall closely monitor all tools, equipment and materials and be required to follow a specific Tool and Equipment Control Policy prior to entering and upon exiting any secure facility.
- E. Contractor personnel shall not smoke (including use of any form of electronic device), use profanity or inappropriate language while on County property or performing duties or tasks under the contract.

- F. Personnel shall not enter a facility, or perform any work on behalf of the County, while under the influence of alcohol, drugs or other intoxicants and shall not have any such items in their possession.
- G. Contractor personnel shall have **NO CONTACT**, either direct or indirect physical, verbal and/or written, with internees in any facility and immediately report any attempt by internee to contact Contractor.
- H. Contractor personnel shall conduct themselves in a courteous and professional manner, at all times, to County staff and the public.

4.12 EMERGENCY SERVICES

- A. Contractor shall respond within one (1) hour after receiving notification of County emergency service request, twenty-four (24) hours a day seven (7) days a week, 365 days per year, including holidays.
- B. Contractor shall have qualified, authorized technician(s) on site within four (4) hours of initial emergency contact.
- C. Once dispatched to County, Contractor shall have all services completed and facility restored to fully operational status prior to leaving, unless otherwise agreed upon by County.
- D. Contractor shall provide County a Work Order report detailing tasks and duties performed as noted under Contractor Requirements, including the following:
 - a. Time of arrival
 - b. Time of departure
 - c. Summary of service, maintenance processes or repair
 - d. Detail of work performed (including material and parts used)
 - e. Narrative of recommended additional work to be performed or recommended
 - f. Name and time of individual initiating the emergency call
 - g. Work or Event Number
 - h. Signature of County representative
- E. County recognizes certain emergencies may arise which require immediate action by Contractor, without obtaining prior authorization from the County project lead. Contractor may complete such immediate emergency service:
 - a. If part of an initial emergency service call; or
 - b. If deemed to be an imminent life safety repair by an authorized onsite County representative.
 - a) Contractor shall obtain the name, rank, and signature of the authorized onsite County representative requesting exception.

b) Contractor shall notify authorized County project lead immediately following emergency action(s).

4.13 SCHEDULING

- A. Contractors' personnel shall arrive at service location, as scheduled ready to begin work and perform in a skillful and competent manner.
- B. Contractor shall provide a final Scheduled Service timeline, to be approved by County. Once approved, service timeline shall be strictly adhered to and monitored by County.
- C. Services should be performed during normal operational hours, in coordination with County. Normal operational hours are 7:00 a.m. to 5:00 p.m. Mon-Fri (PT), excluding holidays.
- D. Authorized County representative shall be duly notified, in advance, of any service interruption by Contractor and/or modification to service schedule to authorized County representative.
- E. In the event the Contractor dispatches a technician, currently performing scheduled services for the County, the technician shall ensure all County equipment is restored to full working condition prior to leaving service location. Under no circumstances shall Contractor leave County equipment out of service, for any period of time, without prior written approval.

4.14 RECORDS

- A. Contractor shall maintain detailed, true, and accurate records of all inspections, tests, services, and results for the term of the contract. Upon termination of contract Contractor shall maintain all records for a minimum of three (3) additional years and made available to County, in a timely manner and without further compensation.
- B. Contractor shall provide reports to County, upon request, in editable, unlocked Microsoft file format, containing all requested data parameters, in a timely manner.
- C. Upon completion of each service, Contractor shall provide County a Work Order report detailing service performed. One copy left on-site with the authorized County representative and one signed copy submitted with each corresponding Contractor invoice.
- D. All Work Orders shall contain corresponding information to Contractor invoices (i.e., time of arrival, time of departure, summary of request, detailed (including equipment asset numbers), summary of service performed, summary of additional service required or recommended, name of County representative initiating the service call and Work Order number).
- E. Contractor shall immediately submit in writing, any condition and/or incident affecting Contractor's ability to perform under the contract.

SECTION 5. OCLSB and DVBE Preference Policies Certification Requirements

County of Orange Local Small Business (OCLSB) Preference and Disabled Veteran Business Enterprise (DVBE) Preference Policies Certification Requirements

5.1 OCLSB:

Effective January 1, 2020, County of Orange Board of Supervisors adopted the OCLSB Preference policy. Implementation of the OCLSB Preference policy supports local businesses, the local economy and the development of the County's tax base.

To be certified as a Local Small Business by the County of Orange, a business shall meet (1) and (2) below:

A. Local Business Requirements:

1. Maintains their principal center of operations (i.e. headquarters) within Orange County, and;
2. Has:
 - a. A business address located in the County of Orange that is not a post office box, or
 - b. A valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.

B. Small Business Requirements:

1. Must be certified as a Small Business by the State of California Department of General Services (DGS); and,

C. Above requirements must be valid at the time of proposal submittal through the time of award of the contract. The terms and conditions of the contract shall additionally require the contractor to remain in compliance with the Local Business requirements (pursuant to subsection (a) above) through the term of the contract, including any extensions or renewals, and shall provide that contractor's failure to comply may be construed by County as a material breach of the contract.

5.2 DVBE:

Effective January 1, 2021, County of Orange Board of Supervisors adopted the DVBE Preference policy. The DVBE Preference policy supports local business opportunity, economy and the development of County's tax base, and in addition recognizes the service and sacrifice given by the men and women of our Armed Forces.

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (A) and (B) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid/proposal submittal through the time of award of the contract.

To participate as an OCLSB and/or DVBE please read and follow the process outlined in **COUNTY OF ORANGE LOCAL SMALL BUSINESS (OCLSB) AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION REQUIREMENTS** in the VENDOR RESPONSES.

***NOTE: DVBE PREFERENCE IS NOT APPLICABLE TO PUBLIC WORKS OR A-E CONSTRUCTION PROJECTS.**

5.3 OCLSB/DVBE CERTIFICATION REQUIREMENTS:

County Of Orange Local Small Business (OCLSB) Preference And Disabled Veteran Business Enterprise (DVBE) Certification Requirements

- A. To participate as an OCLSB and/or DVBE the following requirements must be met:
1. Must be certified with State of California the Department of General Services (DGS) as a Small Business. - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 2. Must be certified with DGS as a DVBE. - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
 3. Maintains their principal center of operations (i.e. headquarters) within Orange County.
 4. Certification must be valid at the date/time solicitation is closed, and it shall remain in effect at the time of contract award. County reserves the right to verify and/or reject incomplete documents.
 5. Complete and sign the Affirmation form attached herein. The signed Affirmation form and the OCLSB Certification are required and must be returned with the solicitation response.
- B. OCLSB or DVBE Preference provides for the following:
1. Invitation for Bid – IFB
A five percent (5%) deduction in the original bid price shall be applied to all confirmed OCLSB or DVBE bidders for evaluation purposes. If the lowest bidder is a certified OCLSB or DVBE bidder, the contract will be awarded at the certified OCLSB or DVBE's original bid price. The maximum allowable preference deduction is \$100,000.
 2. Request for Proposal - RFP
 - a. No Cost - Any Request for Proposals that does not include cost as a scoring criteria shall instead apply the five percent (5%) or eight percent (8%) preference percentage pursuant to the eligibility requirements above to a scoring criteria in the RFP that makes up no more than twenty percent (20%) of the total RFP.
 - b. With Cost - An additional five percent (5%) shall be applied to the total cost of each certified OCLSB or DVBE to obtain their final score. If the final score of any OCLSB or DVBE matches the final score of a respondent who is not an OCLSB or DVBE, preference shall be given to the certified OCLSB or DVBE. If two or more OCLSBs and/or DVBEs have the same final score, the County shall determine the contract award based on the County's best interests. Notwithstanding these preference procedures, the Orange County Board of Supervisors reserves the right to award contracts in any other permissible manner in consideration of the County's best interests.
- C. Dual OCLSB and DVBE Preference provides for the following:
1. Business Certified as OCLSB and DVBE
If a State-certified OCLSB is also a State-certified DVBE, the preference given to that business shall be 8% instead of 5%.

D. Subcontractors

If bidder is submitting subcontractors to qualify for the OCLSB or DVBE preference, bidder must demonstrate through the Staffing Plan that 20% of the total bid amount is allocated to the OCLSB and/or DVBE subcontractor(s).

***NOTE: DVBE PREFERENCE IS NOT APPLICABLE TO PUBLIC WORKS OR A-E CONSTRUCTION PROJECTS.**

SECTION 6. Electronic Fund Transfer (EFT)

If awarded, the County offers Bidder the option of receiving payment directly to its bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT shall also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address shall need to be provided to County via an EFT Authorization Form. A copy of the EFT form is attached as an Exhibit to this solicitation.

SECTION 7. Pricing**AS-NEEDED SERVICES**

The following rates shall apply to all quotes for services including corrective repairs, new equipment, and part order. All quotes must contain detailed labor and material charges to be approved by authorized

County representative prior to any service. Bidder's hourly labor rates shall include all applicable California prevailing wage rates for the services being performed. Labor hours shall be charged based on actual time spent on each job, not portal to portal basis, and shall be computed to the nearest one quarter (1/4) hour. Labor rates shall include all direct and indirect expenses including travel and overhead expenditures. After-hour rates shall not be paid on non-emergency response requests unless specifically authorized by the County Project Manager.

Line Item	Description	Unit of Measure	Unit Cost
1	Monday thru Friday 7:00 a.m. to 5:00 p.m.	Hourly Labor Rate	
2	Monday thru Friday 5:00 p.m. to 7:00 a.m.	Hourly Labor Rate	
3	Saturday 12:00 a.m. to 11:59 p.m.	Hourly Labor Rate	
4	Sunday 12:00 a.m. to 11:59 p.m.	Hourly Labor Rate	
5	Holidays 12:00 a.m. to 11:59 p.m.	Hourly Labor Rate	

MATERIALS, TESTING AND SHIPPING

Materials and Testing shall be charged at invoice cost plus mark-up.

Line Item	Description	Unit of Measure	Percentage
1	a. Materials and Testing shall be charged at invoice cost plus mark-up. b. County reserves the right to purchase, for Contractor’s use, any parts and materials. c. Parts and material costs shall be paid based on actual invoice cost to the Contractor. d. All parts and material items used for each location shall be listed on the corresponding invoice. e. Copies of the actual purchase invoice for each item costing greater than \$500 shall be attached to the invoice. County reserves the right to reject material costs not submitted with original purchase invoice. f. County shall reimburse contractor for freight and shipping charges at actual costs, no mark-up shall be reimbursed. g. In addition to standard freight and shipping cost, County may approve additional costs for rush, expedited and overnight shipping. All additional costs for expedited shipping shall be quoted and approved in writing prior, by an authorized County representative. h. Expedited and overnight shipping shall be reimbursed to Contractor, at actual invoice cost, if approval in writing prior, by authorized County representative.	Total Mark-up Percentage	

PERMIT FEES

Permitting fees shall be charged at cost.

Line Item	Description	Unit of Measure	Percentage
1	a. Permitting fees shall be charged at cost. b. County reserves the right to provide permitting independently. c. Permit fees will be paid based on actual cost to the Contractor. d. All permit fees shall be listed on the corresponding invoice. e. Copies of the actual permit receipt shall be attached to the invoice. County reserves the right to reject material costs not submitted with original permit receipt. f. Expedited permitting shall be reimbursed to Contractor, at actual cost, if approval in writing prior, by authorized County representative.	No mark-up will be accepted	0%

SPECIALIZED EQUIPMENT RENTAL

Project specific equipment rentals shall be reimbursed at invoice cost plus the percentage mark-up if required to perform service, based on individual physical characteristics of the facility and approved in writing prior, by authorized County representative.

Line Item	Description	Unit of Measure	Percentage
1	a. Project specific equipment rentals shall be reimbursed at invoice cost plus the percentage mark-up if required to perform service, based on individual physical characteristics of the facility and approved in writing prior, by authorized County representative. b. Contractor shall submit to County the original invoice for all rental equipment. c. Contractor shall list all rental equipment on each corresponding invoice and attach the original equipment rental documentation.	Total Mark-up Percentage	

SECTION 8. Vendor Responses

8.1 BID VALIDITY: *

Bids will be valid for a period of 365 days after the solicitation closing date.

Please confirm

*Response required

8.2 CONTRACTOR AGREES THAT THEY FULLY READ THE MODEL CONTRACT IN ITS ENTIRETY AND QUESTIONS REGARDING THE CONTRACT MUST BE SUBMITTED DURING THE Q/A PERIOD ON OPENGOV. *

Yes

No

*Response required

8.3 CONTRACTOR INFORMATION

8.3.1 Name of Bidder*

Please state the Name of Bidder here.

If Bidder is a corporation, the legal name of the corporation shall be set forth in this section as the Name of Bidder and the name, title, and person authorized to sign contracts on behalf of the corporation shall be stated as well.

If Bidder is a partnership or joint venture, the true name of the firm shall be set forth as the Name of Bidder and the name of the partner authorized to sign contracts on behalf of the partnership or joint venture shall be stated as well.

If submittal of this bid or signature of any document submitted with this bid is by an agent other than an officer of a corporation or a member of a partnership, a Power of Attorney must be on file with County prior to Bid opening, or must be submitted with the Bid; otherwise, the Bid may be rejected as non-responsive. You may upload this power of attorney under Additional Information later in this bid response.

*Response required

8.4 COMPANY PROFILE & REFERENCES

8.4.1 Company Legal Name*

*Response required

8.4.2 Company Legal Status*

Please state the status here (Corporation, Partnership, Sole Proprietor, etc.)

*Response required

8.4.3 Active Licenses*

Please state all active licenses issued by the California State Contractor's License Board to the company whose legal name is above.

*Response required

8.4.4 Corporate Office Address*

What is the address of the company's corporate office? Please provide the full street/ mailing address.

*Response required

8.4.5 Local Business Address(es)*

Please provide the local business address for the company named above. If there are multiple local addresses then please provide all.

- Full address:
- Telephone Number:
- E-mail Address:

*Response required

8.4.6 Length of Time Firm Has Been In Business*

Please clearly state, in months and years, how long your firm has been in business.

*Response required

8.4.7 Length of Time At Current Location*

Please clearly state, in months and years, how long your firm has been in business at its current location.

*Response required

8.4.8 Regular Business Hours*

*Response required

8.4.9 Regular Holidays and Hours When Business Is Closed*

*Response required

8.4.10 Federal Taxpayer ID Number*

*Response required

8.4.11 DUNS Number*

Please provide your D-U-N-S Number

*Response required

8.4.12 Unique Entity Identifier Number (UEI)*

The County requires a valid UEI number with active registration status. Your company may obtain one at no cost at <https://sam.gov/entity-registration>.

*Response required

8.4.13 Are you registered, active, and in good standing with the California Secretary of State?*

Yes

No

*Response required

8.4.14 Corporation?*

Is your firm incorporated?

Yes

No

*Response required

When equals "Yes"

8.4.15 State of Incorporation?*

You have indicated that your firm is incorporated. Please provide the name of the State of Incorporation.

*Response required

When equals "Yes"

8.4.16 Contract Signature Authority - Executive Signature*

If incorporated, please provide the name, contact number, and email of the person who would provide this signature authority. The Executive Signer Authority comes from the President, Vice-President, or Chairperson of the Board.

- Contact Full Name:
- Contact Number:
- E-mail Address:

*Response required

When equals "Yes"

8.4.17 Contract Signature Authority - Financial Signature*

If incorporated, please provide the name, contact number, and email of the person who would provide this signature authority. The Financial Signer Authority comes from the Secretary, Assistant Secretary, Chief Financial Officer, or Treasurer.

- Contact Full Name:
- Contact Number:

- E-mail Address:

*Response required

When equals "No"

8.4.18 Contract Signature Authority*

If not incorporated, please provide the name, contact number, and email of the person who has the binding and signature authority of this contract.

- Contact Full Name:
- Contact Title:
- Contact Number:
- E-mail Address:

*Response required

8.4.19 Sole Proprietor Under Different Name?*

Is your firm a sole proprietor doing business under a different name?

- Yes
 No

*Response required

When equals "Yes"

8.4.20 Sole Proprietor's Name*

You have indicated that your firm is a sole proprietorship doing business under a different name.

Please provide the sole proprietor's name and the name you are doing business under.

*Response required

8.4.21 Contact Person for Solicitation*

Please provide the following in relation to the point of contact for this solicitation:

- Contact Person Full Name
- Contact Person Telephone Number
- Contact Person Email Address

*Response required

8.4.22 Project Manager*

Please provide the following regarding who will be your project manager for this project:

- Project Manager Full Name
- Project Manager Telephone Number

- Project Manager Email Address

*Response required

8.4.23 Contact Person for Accounting*

Please provide the following in relation to the point of contact for Accounting:

- Contact Person Full Name
- Contact Person Telephone Number
- Contact Person Email Address

*Response required

8.4.24 Emergency Contact*

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

- Contact Person Full Name (during non-business hours)
- Contact Person Telephone/Cellphone Number
- Contact Person Email Address

*Response required

8.4.25 References*

Do you have letters from at least three references (not including County of Orange References) that include:

- Reference Names
- Addresses of site where work was performed
- Contact Name
- Telephone Number of Contact
- Contact Email Address
- Contract Effective Dates
- Contract Amount
- Brief Contract Descriptions

If you do not have letters you will be able to provide the same information electronically in the next question by answering "**No**" here.

Yes

No

*Response required

When equals "Yes"

8.4.26 References - Letters*

Please upload your letters from at least three references (not including County of Orange References) that include:

- Reference Names
- Addresses of site where work was performed
- Contact Name
- Contact Email Address
- Telephone Number of Contact
- Contract Effective Dates
- Contract Amount
- Brief Contract Descriptions

*Response required

When equals "No"

8.4.27 References - Information*

Please provide the following information regarding at least three references (not including County of Orange References):

- Reference Names
- Addresses of site where work was performed
- Contact Name
- Telephone Number of Contact
- Contact Email Address
- Contract Effective Dates
- Contract Amount
- Brief Contract Descriptions

The references will be contacted for verification, and these contacts must be current and able to respond promptly.

*Response required

8.5 BIDDER CERTIFICATION**8.5.1 Conflict of Interest***

Bidder must certify either Yes or No below:

Bidder certifies current/past financial, business or other relationship(s) with the County exist/existed as follows:

- A. (Yes) Disclose any financial, business or other relationship with the County of Orange, any other entity that the Orange County Board of Supervisors governs*, or any Orange County Board member, officer or employee, which could affect or influence award of the contract for the services you propose to provide.
- B. (No) Bidder certifies that no relationships exist/existed as outlined in item I above.

***Orange County Board of Supervisors govern: All Assessment Districts, All Community Facilities Districts, All Reassessment Districts, Housing and Community Development Commission, Housing Successor Agency to the Orange County Development Agency, In-Home Supportive Services Public Authority, Industrial Development Authority For Orange County, Local Redevelopment Authority Marine Corp Air Station (MCAS) El Toro, Orange County Financing Authority, Orange County Flood Control District, Orange County Housing Authority, Orange County Housing Authority Acting As the Housing Successor Agency, Orange County Public Financing Authority, Orange County Special Financing Authority, South Orange County Public Financing Authority, and the Successor Agency to the Orange County Development Agency**

- Yes
- No

*Response required

When equals "Yes"

8.5.2 Disclose any financial, business or other relationship with the County of Orange, any other entity that the Orange County Board of Supervisors governs*, or any Orange County Board member, officer or employee, which could affect or influence award of the contract for the services you propose to provide.*

*Response required

8.5.3 Litigation*

Bidder must certify either Yes or No below:

Bidder certifies current/past litigation as follows:

- A. (Yes) Bidder shall provide detailed information regarding litigation (court and case number), liens, or claims involving Bidder, or any company that holds a controlling interest in Bidder, against the County of Orange in the past seven (7) years.
- B. (No) Bidder certifies that Bidder or any proposed subcontractors do not have any past or current litigation.

- Yes
- No

*Response required

When equals "Yes"

8.5.4 Bidder shall provide detailed information regarding litigation (court and case number), liens, or claims involving any proposed subcontractors, or any company that holds a controlling interest in subcontractor firm(s), against the County of Orange in the past seven (7) years.*

*Response required

8.5.5 Name/Ownership Changes:*

Respondent must certify either Yes or No below:

- A. (Yes) Respondent certifies past company name changes and/or ownership changes, for Respondent’s firm and any proposed subcontractor firm, as follows:
 - 1. Respondent shall provide detailed information regarding any company name changes (including legal business names) in the past seven (7) years.
- B. (No) Respondent certifies that Respondent or any proposed subcontractors have not had any company name change or ownership changes in the past seven (7) years.

- Yes
- No

*Response required

When equals "Yes"

8.5.6 Bidder shall provide detailed information regarding any company ownership changes (including legal business names) in the past seven (7) years. *

*Response required

8.5.7 Is your firm a County Of Orange Local Small Business (OCLSB) or a Disabled Veteran Business Enterprise (DVBE)?*

To participate as an OCLSB and/or DVBE, the requirements in the OCLSB AND DVBE PREFERENCE POLICIES CERTIFICATION REQUIREMENTS section must be met.

- Yes
- No

*Response required

When equals "Yes"

8.5.8 County of Orange Local Small Business (OCLSB) and/or Disabled Veteran Business Enterprise (DVBE) Affirmation*

Please download the below documents, complete, and upload.

- [Local Small Business \(OCLSB...](#)

*Response required

When equals "Yes"

8.5.9 DVBE Certification Number*

To be certified as a Disabled Veteran Business Enterprise by the County of Orange, a business shall meet (1) and (2) below:

- A. Must be certified as a DVBE by the State of California Department of General Services (DGS); and,
- B. DGS DVBE requirements must be valid at the time of bid/proposal submittal.

Enter your DVBE Certification Number. If you do not have it then please state "N/A" here.

*Response required

8.5.10 SBA Certification Number*

If you do not have an Small Business Administration (SBA) Certification Number then please state "N/A" here.

*Response required

8.5.11 Statement of Compliance*

- A. **(Yes):** Bidder certifies it is in strict compliance with this IFB, including, but not limited to the terms and conditions set forth in the Model Contract and its Attachments and Exhibits, and no exceptions are proposed.

- B. **(No):** Bidder certifies it is in strict compliance with this IFB, including the terms and conditions set forth in the Model Contract and its Attachments and Exhibits, except for those exceptions expressly listed as required by this IFB and attached hereto. Attachments for each proposed exception to this IFB, including, but not limited to the Model Contract, must include:
 - 1. The complete provision Bidder is taking exception to;
 - 2. The IFB page number and section of the provision Bidder is taking exception to;
 - 3. The suggested rewording (i.e., Microsoft Word track changes);
 - 4. Reason(s) for submitting the proposed exception; and
 - 5. Any impact the proposed exception may have on the services to be provided.

Yes

No

*Response required

When equals "No"

8.5.12 Provide exceptions to the requirements of this IFB including the terms and conditions set forth in the Model Contract and its Attachments and Exhibits.*

*Response required

8.6 SUBCONTRACTOR INFORMATION

The Bidder shall list below all subcontractor(s) who will perform any portion of the work in excess of 0.5% of the total bid. The Bidder shall state each subcontractor's name, particular trade or subdivision of the work, license number, and principal location. If the Bidder specifies more than one subcontractor for the same portion of work to be performed, or fails to list a subcontractor for any portion of the work in excess of 0.5% of the total bid, the Bidder represents that he or she is fully qualified to perform that portion himself or herself, and, if awarded the Contract, shall perform that portion himself or herself.

8.6.1 Subcontractor Listing*

For each subcontractor performing one half of one percent or more for any portion of work on this project, please provide the following:

- Name of Contractor
- Corporate Office Address
- Local Office Address
- Contractor's License Number
- Contractors DIR Number
- DUNS Number
- UEI Number
- OCLSB/DVBE Certification Number (if applicable)
- SBA Certification Number (if applicable)
- Type of Work, Trade, Service, or Portion of Work to Be Provided
- Dollar Amount of Work Performed

In the event that you are not using any subcontractors for this project, please state "N/A" here or simply not that you will not be using subcontractors. You must clearly state all the requested information for any subcontractor you intend to use here and at this time, a response of "N/A" here and use of subcontractors or requested use of subcontractors at a later time may result in your bid being deemed as non-responsive.

*Response required

8.7 FORMS

8.7.1 Certification Regarding Debarment *

Please download the below documents, complete, and upload.

- [CERTIFICATION REGARDING DEB...](#)

*Response required

8.7.2 Proposed Staffing/Key Personnel Plan*

Respondent shall:

- A. Download the below documents, complete, and upload hereinto:

1. The key personnel information must be sufficient to confirm to the County that the firm has adequate staff and the capability to assist in Services as needed. Provide the names of key staff who may be assigned to Services. Include current resumes detailing their technical expertise, experience directly related to the proposed work (including similar projects), function and responsibility related to the proposed work, qualifications, years of related experience, and length of time with the firm. Additionally, list any licenses and certifications held by these individuals.
2. Identify subcontractors (if any) that will be assigned to perform services listed in the Scope of Services.
3. Identify subcontractor(s) Preference Certification, when applicable.
 - [Key Personnel-Staffing Plan...](#)
 - [Key Personnel-Staffing Plan...](#)

*Response required

8.7.3 The Levine Act: County of Orange Campaign Contribution Disclosure*

The Levine Act compliance is a minimum submittal requirement of this solicitation.

Please complete and sign the County of Orange Campaign Contribution Disclosure Form attached hereto. A Bidder's failure to provide a completed and signed copy will render its proposal as incomplete and nonresponsive.

- [Levine Act - Campaign Contr...](#)

*Response required

8.7.4 Contractor Safety*

Contractor shall comply with [County's Safety and Loss Prevention Policy and Procedure #306](#) ("Contractor Safety Responsibilities") and submit a copy of its Injury and Illness Prevention Program (IIPP) and [Contractor Safety-Activity Checklist](#) to the designated County Procurement staff as part of the solicitation and/or contract process. Contractor will notify County Project Manager of any revisions to the Safety-Activity Checklist and will provide a new Safety-Activity Checklist upon County request. The IIPP shall comply with California Code of Regulations, Title 8, Section 1509 or 3203 (whichever applies). Contractor shall submit other safety programs that pertain to the type of job that will be performed on site. County reserves the right to conduct inspections and audits as necessary for the purpose of evaluating any aspect of safety performance under this Contract.

Last Revision: 5/13/22

*Response required

8.7.5 Safety Data Sheets (SDS)*

Contractor is required to provide a Safety Data Sheet (SDS) compliant with California Code of Regulations, Title 8, Section 5194, for each hazardous substance that is provided, used or created as part of the goods or services provided by Contractor to County. The SDS for each substance must be sent to either the County Project Manager, as specified in the "Notices" provision of this Contract, or to the place of shipment or provision of goods/services.

*Response required

8.7.6 Confirmation of Forms and Supplemental Documents*

Please confirm that all the forms within this section have been completed accurately to the best of your knowledge and as requested and required by this Invitation for Bids.

Please confirm

*Response required

8.8 FINAL SUBMITTAL INFORMATION

8.8.1 Additional Information (if needed)*

For any additional information requested or required by any of your previously provided answers please upload that additional documentation here.

This includes any power of attorney that may be required as a part of this bid response.

*Response required

8.8.2 Submittal Confirmation*

The Bidder declares that the only persons or parties interested in this Bid are those named herein; that this Bid is made without collusion with any other person or entity; that the Bidder is fully informed of the conditions relating to the work to be performed; that the Bidder has carefully reviewed and complied with the Instructions to Bidders; that Bidder has carefully reviewed the Agreement, General Conditions, Plans, Special Provisions, and all other Contract Documents. The Bidder agrees that upon acceptance of this Bid by the award of the Contract, the Bidder has entered into a contract with the County of Orange, a political subdivision of the State of California (“County”), to provide all the necessary labor, materials, machinery, tools, apparatus, and other means for construction, and to complete all work as specified in the Contract Documents in the manner, time, and according to all requirements, terms, and conditions set forth in the Contract Documents.

The Bidder must be an individual or entity holding a valid California State Contractor’s License (number and classification as set forth in the Instructions to Bidders) in accordance with the requirements of this Bid and Business & Professions Code Section 7028.15. By electronically submitting this Bid, Bidder certifies that the Contractor's License referenced above is in good standing and has been properly issued to Bidder.

Bidder confirms that they have read and understand and agree to the terms and conditions herewith, and are submitting a bid in response to this solicitation.

Please confirm

*Response required