

**Request For
Pre-Qualification
Of General Contractors**

for the

**Environmental Health Vector Lab Remodel
Project No. 15041**

May 16, 2016

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Notification of Pre-Qualification Requirements

NOTIFICATION OF PRE-QUALIFICATION REQUIREMENTS
for the
COUNTY OF ALAMEDA
Environmental Health Vector Lab Remodel
PROJECT #15041

The County of Alameda (“County”) is requesting Qualifications for construction services to Construct Alameda County’s **Environmental Health Vector Lab Remodel** (“Project”), as a **full demolition and remodel including related building systems** at the existing building located at **1131 Harbor Bay Parkway, Alameda, CA 94502**. The County’s competitive selection process will proceed in two steps as follows:

Step 1: The Construction General Contractor pre-qualification phase.

Step 2: Submittal of bids according to the requirements of the bid documents. Only those Contractors that are successfully qualified in Step 1 will be allowed to participate in Step 2.

GENERAL DESCRIPTION OF THE PROJECT

The County’s construction budget limit is a not to exceed **\$900,000**, exclusive of furniture, furnishings and free-standing equipment, **but including built-in lab equipment**, some cabling infrastructure for network and related telecommunications.

Description of the Project: The proposed project includes **full tenant interior demolition and remodel of the existing vector lab space building infrastructure at 1131 Harbor Bay Parkway, Alameda, CA**. The new vector lab space within the first floor of the existing 2-story building will have a total area of about 2,600 square feet. There are no known hazardous materials present in the existing lab space to be demolished and rebuilt, however asbestos was found in the roofing materials so arrangements need to be made with the County in advance of any roof work. The interior building space will be ready for start of construction. The vector lab space will be vacant, however the rest of the building will be partially occupied during construction. The Project is designed to meet requirements for **LEED Silver self-certification** but does not need to be registered with the **USGBC**. Construction Documents will be posted for Bidding upon selection of Qualified, Short-Listed General Contractors. The record architect for the Project is **Shah Kawasaki Architects (SKA), Oakland, CA**.

The following represents the Proposed Schedule of Work:

- | | | |
|---|-----------------------------------|-------------------|
| • | Completion of Contract Documents | Late May 2016 |
| • | Issuance of Request for Proposals | mid-June 2016 |
| • | Bid Period including Conferences | 2.5 weeks |
| • | Recommendation to Award Contract | early August 2016 |
| • | Notice to Proceed | late August 2016 |
| • | Complete Construction | early June 2017 |
| • | Tenant Move-in | June 2017 |

MINIMUM BONDING REQUIREMENTS

The minimum bonding capacity must equal or exceed the construction budget. Prospective Contractors that cannot provide bonding at that amount will not be considered qualified even though they may be qualified otherwise.

NOTICE OF PRE-QUALIFICATION REQUIREMENTS

Notice is hereby given that the County has determined that all bidders on the Project must be pre-qualified prior to submitting a bid. It is mandatory that all Contractors, who intend to submit a bid, fully complete the Pre-Qualification Document, provide all materials requested herein and be approved by the County to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Answers to questions contained in the Pre-Qualification Document, information about current bonding capacity, notarized statement from surety, and the most **recent reviewed or audited financial statements** (Profit & Loss Statement and Balance Sheet), with accompanying notes and supplemental information, are required. The County will use these documents as the basis of rating Contractors. The County reserves the right to check other sources available. The County's decision will be based on objective evaluation criteria.

The intent of the Pre-Qualification Documents and supporting information required is to assist the County in determining bidder responsibility prior to submission of bids. Neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the County from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed **lab remodel** work, and has demonstrated the requisite trustworthiness.

A Contractor will not be considered as qualified for bidding on this Project until the Contractor has met the requirements of the County. In addition, a Contractor may not be considered qualified for either: (1) omission of requested information, or (2) falsification of information.

IMPORTANT PROVISIONS OF THE PUBLIC CONTRACT CODE RELATED TO PRE-QUALIFICATION

In 1999, the California Legislature enacted a law that allows many public agencies, including Alameda County, to require licensed Contractors that wish to bid for public works jobs to "pre-qualify" for the right to bid on a specific public work project, or on projects undertaken by a public agency during a specified period of time. Public Contract Code Section 20101 has the relevant provisions.

The County of Alameda has chosen to adopt the pre-qualification process described in Public Contract Code Section 20101 for this Project. Section 20101 requires every public agency that creates a pre-qualification procedure to: (1) use a standardized questionnaire and financial statement in a form specified by the public entity, (2) adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaire and financial statements, and (3)

create an appeals procedure, by which a Contractor that is denied pre-qualification may seek a reversal of that determination.

PUBLIC RECORD / CONFIDENTIALITY

The Pre-Qualification Documents (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in an appeal hearing. State law requires that the names of Contractors applying for pre-qualification status shall be public records subject to disclosure; the Contact Information page of the questionnaire will be used for that purpose.

ENHANCED CONSTRUCTION OUTREACH PROGRAM (ECOP)

The Project will comply with the requirements of the County's Enhanced Construction Outreach Program ("ECOP"). All bidders will be required to accept and acknowledge that they will meet the ECOP goals and requirements as they relate to the construction of the Project. Please see attached Document 00 22 19 **Enhanced Construction Outreach Program (ECOP)**.

The ECOP includes:

- The requirement that contractors meet or show good faith efforts ("GFE") to meet a contract participation goal of 60% to be awarded to local businesses and 20% to certified small local business enterprises ("SBE"), which may include participation of the contractor;
- The requirement that contractors meet or show GFE to meet a sub-contractor or sub-consultant participation goal of 15% Minority-owned Business Enterprise ("MBE") and 5% Women-owned Business Enterprise ("WBE") sub-contractor participation;
- For purposes of the ECOP, an SBE is as defined using the current State definition of a small business, which is a business that:
 - Must be independently owned and operated;
 - Cannot be dominant in its field of operation;
 - Must have its principal office located in California;
 - Must have its owners (or officers in the case of a corporation) domiciled in California; and
 - Together with its affiliates, be either:
 - A business with 100 or fewer employees with \$14 million or less in average gross annual revenue over the past three years, or
 - A manufacturer with 100 or fewer employees.
- Strong encouragement to bidders to contract with businesses that can demonstrate the ability and willingness to provide jobs required to complete County construction projects to local apprentices, youth, unemployed and under-employed County residents.

See <http://www.acgov.org/auditor/sleb/index.htm> for more information about these Programs.

PROJECT STABILIZATION/COMMUNITY BENEFITS AGREEMENT (PSCBA)

The Project will comply with the requirements of the "Project Stabilization/Community Benefits Agreement for the County of Alameda" (PSCBA) **if the lowest qualified bid is over \$1,000,000. If**

this is the case then the Work performed pursuant to the proposed Contract will be subject to the requirements of the PSCBA, as will be described and included in Section 00 73 49 in the subsequent Request for Proposals. In consideration of the award of a Contract to perform the Work, the Contractor will agree to be party to and bound by the PSCBA. All Pre-Qualified bidders **who submit a bid over \$1,000,000** will be required to accept and acknowledge that they will meet the PSCBA goals and requirements as they relate to the construction of the Project and agree to execute the PSCBA Letter of Assent and shall require all of its subcontractors, of whatever tier, to become similarly bound for all work within the scope of this Contract by signing an identical Letter of Assent.

COUNTY OF ALAMEDA RIGHTS

The County reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

The County may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by the date specified above. There is no appeal from a refusal for an incomplete or late application. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

The County reserves the right to accept prequalification applications despite minor irregularities and omissions in the information that would otherwise serve to disqualify a Contractor. The County reserves the right to make all final prequalification determinations and to determine at any time that the prequalification procedures will not be applied to the Project.

The County reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described for appealing a pre-qualification rating.

PROTEST PROCESS

Where the scoring of a timely and complete Pre-Qualification Document results in a rating below that necessary to pre-qualify, a protest can be made. Please check the following link for the County of Alameda policy on Protests and Bid Appeal:

www.acgov.org/gsa/departments/purchasing/policy/bidappeal.htm

PREQUALIFICATIONS-RELATED CONFERENCE

The County is hosting a Mandatory Pre-Submittal Conference scheduled for:

Tuesday, May 24, 2016, 10am – 11:30am at the project site: 1131 Harbor Bay Parkway, Alameda, Ca.

PREQUALIFICATION POINT OF CONTACT

Any questions regarding the Project and the Prequalification process should be in writing and directed to:

Gerald Loeper, Architect, Project Manager
County of Alameda, General Services Agency
1401 Lakeside Drive, Suite 800
Oakland, CA 94612
P: 510.208.9825
F: 510.208.3995
E: gerald.loeper@acgov.org

<p>NOTE: The date by which clarifying questions on the prequalification questionnaire must be submitted is May 25, 2016. No further questions regarding the prequalification questionnaire will be answered after that date and time.</p>

The County reserves the right to extend the deadline for submittal of prequalification questionnaires. It will do so through an addendum sent by email to all parties that requested a prequalification questionnaire.

Introduction and Overview

INTRODUCTION AND OVERVIEW OF THE PRE-QUALIFICATION PROCESS

SUBMISSION REQUIREMENTS, DATE AND DELIVERY

Each Pre-Qualification Document must be signed under penalty of perjury in the manner designated on the certification page, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing.

If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the County and provide updated accurate information in writing, under penalty of perjury.

The due date for the submission of the fully completed Pre-Qualification Document is:

2:00 pm on Wednesday, June 1, 2016

A complete submission must be comprised of a digital copy (PDF format) on a DVD or Solid-state memory stick, and six (6) fully completed, signed, printed hard copies with required attachments.

The Pre-Qualification Document Package must be submitted in a sealed envelope and marked “CONFIDENTIAL”, to the Technical Services Department (Attention: **Gerald Loeper**, GSA-TSD), General Services Agency, County of Alameda, 1401 Lakeside Drive, Suite 800, Oakland, CA 94612.

SCORING APPROACH

The rating of the Contractor will result from consideration of the scores attained in parts II, III and IV of the questionnaire. The successfully qualified General Contractor must achieve a passing score in all three parts of the questionnaire. The scores achieved for the three scored parts are not aggregated to a “total score” to achieve a pass-fail rating. Rather, each part is stand-alone and must be passed sequentially. A Scoring Worksheet for all parts of this document can be found at the end of this RFQ.

PART I: INFORMATION ABOUT THE CONTRACTOR

This part applies to the Contractor and is for identification purposes only. There is no scoring value to Part I. The first two pages of this part are the only public information portion of the Pre-Qualification Document.

PART II: ESSENTIAL REQUIREMENTS FOR QUALIFICATION OF THE CONTRACTOR

This part applies to the Contractor and is a series of yes/no questions. All questions must be answered correctly or the Contractor will be disqualified. If the Contractor correctly responds to each of these questions, its consideration of qualifications will advance to Part III.

If the Contractor is unable to correctly respond to each of these questions, they will be disqualified regardless of the results of the scored questions.

PART III: SCORED QUESTIONS FOR THE CONTRACTOR

This part is comprised of the qualifications and experiences that the Contractor should possess. A series of questions that must be answered by the Contractor, each question has a pre-assigned score value. The total score attained establishes the rating for the Contractor.

For passing through this part, the Contractor must be able to answer the questions so that the aggregate score for all questions in this part is **equal to or greater than 100 points of the possible maximum score of 150**. If the Contractor passes Part III, consideration of its qualifications will proceed to Part IV.

PART IV: RECENT CONSTRUCTION PROJECTS COMPLETED

This part is comprised of a series of questions relating to the Contractor's performance on three completed projects of similar quality, size, scope and cost. These three projects will be selected by the County from the total list of five projects submitted by the Contractor and will involve a short set of interview questions.

PART V: INTERVIEW REFERENCE QUESTIONS

The identified owner's representative for each project in Part IV above, will be contacted by the County's staff and will be asked 15 questions, of which 14 questions have a score value range of 1 to 10. The Contractor must be given a score value for each question so that the aggregate score for all questions in this part is **equal to or greater than 98 points of the possible maximum score of 140**. If the Contractor passes Part IV, after having also passed Parts II and III, it is considered qualified.

PRE-QUALIFICATION DOCUMENT: REVIEW AND NOTIFICATION PROCESS

The completed Pre-Qualification Document must be submitted by the deadline specified above. Once received, the review and notification process will be as follows:

1. The entire Pre-Qualification Package will be date-stamped upon receipt.
2. The Pre-Qualification Document will be reviewed for completeness by County staff **within five (5) working days from the submission deadline date**. The Contractor will be notified as to completeness. If the Pre-Qualification Document is not deemed complete, the Contractor will have **two (2) working days to add whatever information is needed to make the Document complete**. If the Pre-Qualification Document is complete, it will proceed to be reviewed and scored.
3. The completed Pre-Qualification Document will be reviewed by County staff **within ten (10) working days from the submission deadline date**.
4. The Contractor will be notified of their qualification rating by regular mail or via electronic mail (email) **within ten (10) working days from the submission deadline date**.

If the Contractor is rated as "Qualified" for this Project, they will be eligible for bidding on the Project and will be notified of the opportunity to submit a Bid for the Project. The County is anticipating going out to Bid for Fee Proposals on or about **June 6, 2016** in order to award a

contract in **early August 2016**. The exact dates and requirements for Bidding, including all Mandatory and Non-Mandatory conferences will be provided at submittal of the Pre-Qualification Document. If the Contractor is rated as “Non-Qualified” for this Project, they may initiate a protest process as defined previously.

Pre-Qualification Questionnaire

PART I: INFORMATION ABOUT THE CONTRACTOR

Lead Person or Firm - Contact Information

If Contractor is a sole proprietor or partnership:

Owner(s) of Company: _____

Contractor Name: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____ Email Address: _____

Type of Entity (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Joint Venture ☐ Other Association

Member Firm(s)		
Discipline	Name	License
General Contractor		

INFORMATION ABOUT THE GENERAL CONTRACTOR

1a. Date of formation or incorporation: _____

1b. State of formation or incorporation: _____

1c. How many persons does your organization currently employ: _____

1d. If your organization is a corporation, please complete the following table:

Provide information for each officer of the **corporation or individual(s) with 20% or more of the corporate stock.**

Position	Name	Years with Co.	% Ownership
President			

Vice-President			
Secretary			
Treasurer			

1e. If your organization is a partnership, please complete the following table. Provide information for **each partner who owns 20% or more of the firm.**

Position	Name	Years with Co.	% Ownership
President			
Vice-President			
Secretary			
Treasurer			

1f. If your organization is a sole proprietorship, please complete the following table. Provide information for each member of the proprietorship.

Owner	Years as Owner

1g. If your organization is a joint venture, please complete the following table. Provide information for each member of the joint venture.

Joint Venture Member #1

Name of Company	Name of Owner/Partner or President	Years with	% Ownership
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		Co.	of Joint Venture

Joint Venture Member #2

Name of Company	Name of Owner/Partner or President	Years with Co.	% Ownership of Joint Venture

Joint Venture Member #3

Name of Company	Name of Owner/Partner or President	Years with Co.	% Ownership of Joint Venture

1h. For each person listed in table 1d, 1e, 1f, or 1g, identify every construction company that the person has been employed with at any time during the last five years:

Name	Company	Position with Company	Dates of Employment with Company

NOTE: A corporation whose shares are publicly traded is not required to answer this question.

2. Has there been any change in ownership of the Contractor at any time during the last three years? If so, note each change below:

☐ Yes ☐ No

If “yes,” explain:

3. Is the Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

NOTE: Include information about other firms if one firm owns 50 per cent (50%) or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If “yes,” explain:

4. Are any of the Contractor’s corporate officers, partners or owners connected to any other construction companies?

NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If “yes,” explain:

5. State the Contractor Firm’s gross revenues for each of **the last three years**:

2013: _____ **2014:** _____ **2015:** _____

6. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by the Contractor Firm:

Contractor License Number	Classification	Expiration Date

7. If any of the Contractor’s license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individuals(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

Contractor License Number	Name of Qualifying Individual

8. Has the Contractor Firm changed names or license number **in the past five years**?

☐ Yes ☐ No

If “yes,” explain:

9. Has any owner, partner or (for corporations) officer of the Contractor operated a construction company under any other name **in the last five years?**

☐ Yes ☐ No

If “yes,” explain:

10. Bonding capacity: Provide documentation from your surety identifying the following:

Bonding Co./Surety:		Surety Agent:	
Agent Address:		Telephone #:	

11. List all other sureties (name and full address) that have written bonds for your firm **during the last five years**, including the dates during which each wrote the bonds:

Date	Surety	Address

12. Has the Contractor or any of its owners, officers or partners ever been debarred, suspended, or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549?

☐ Yes ☐ No

If “yes,” explain:

PART II: ESSENTIAL REQUIREMENTS FOR QUALIFICATION THE CONTRACTOR:

NOTE: Contractor will be automatically disqualified if the answer to any of questions 1 through 5 is “no”.

1. Does the Contractor possess a valid, current California contractor’s license for the Project for which it intends to submit a bid?
☐ Yes ☐ No
2. Does the Contractor have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 annual general aggregate, plus Excess Liability of \$5,000,000 per occurrence (CSL) and \$5,000,000 general aggregate?
☐ Yes ☐ No
3. Does the Contractor have current workers’ compensation insurance policies as required by the Labor Code or is it legally self-insured pursuant to Labor Code section 3700 et. seq.?
☐ Yes ☐ No
4. Has the Contractor attached the latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?
☐ Yes ☐ No

A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.

5. Has the Contractor attached a notarized statement from a surety insurer admitted (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states that the General Contractor’s current bonding capacity is sufficient for the project for which you seek pre-qualification (i.e.: does it meet or exceed \$10,000,000)?
☐ Yes ☐ No

Notarized statement must be from the surety company, not an agent or broker.

NOTE: Contractor will be automatically disqualified if the answer to any of questions 6 thru 12 is “yes”.

6. Has the Contractor’s license been revoked or suspended at any time **in the last five (5) years?**
☐ Yes ☐ No
7. Has a surety firm completed a contract on behalf of the Contractor, or paid for completion because the firm was default terminated by the project owner **within the last five (5) years?**
☐ Yes ☐ No
8. At the time of submitting this pre-qualification form, is the Contractor ineligible to bid on or be awarded or perform as a subcontractor a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
☐ Yes ☐ No
9. At any time **during the last five years**, has the Contractor or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
☐ Yes ☐ No
10. Has the Contractor or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?
☐ Yes ☐ No
11. Has the Contractor or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?
☐ Yes ☐ No
12. Has the Contractor or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
☐ Yes ☐ No

PART III: SCORED QUESTIONS FOR THE CONTRACTOR

1. How many years has the Contractor been in business in California as a General Contractor under its present business name and license number?

NOTE: If Contractor is a Joint Venture, add years for each partner to the Joint Venture and enter the average of combined experience.

Years: _____

2. Is the Contractor or any part of the Joint Venture currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If “yes,” indicate the case number, and the date on which the petition was filed.

Case #: _____ **Date filed:** _____

3. Was the Contractor or any party to the Joint Venture in bankruptcy **at any time during the last five years?** (This question refers only to a bankruptcy action that was not described in answer to question 2, above)

☐ Yes ☐ No

If “yes,” indicate the case number and the date on which the petition was filed, and the Bankruptcy Court’s discharge order number.

Case #: _____ **Date filed:** _____ **Discharge #:** _____

4. At any time **in the last five years** has the Contractor or any party to the Joint Venture been assessed and paid liquidated damages of more than \$50,000 after completion of a project under a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, identify all such projects by owner, owner’s address, completion date of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

Owner:		Address:	
Completed:		Amount:	
Other:			

Owner:		Address:	
Completed:		Amount:	
Other:			

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5. **In the last five years** has the Contractor or any firm with which any of the Contractor's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.

☐ Yes ☐ No

If "yes," identify the company, the person within the Contractor who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

Company:		Person:	
Year:		Owner:	
Project:			
Basis:			

Company:		Person:	
Year:		Owner:	
Project:			
Basis:			

Company:		Person:	
Year:		Owner:	
Project:			
Basis:			

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6. **In the last five years** has the Contractor been denied an award of a public works contract based on a finding by a public agency that the Contractor was not a responsible bidder?

☐ Yes ☐ No

If “yes,” identify the year of the event, the owner, the project and the basis for the finding by the public agency.

Year:		Owner:		Project:	
Basis:					

Year:		Owner:		Project:	
Basis:					

Year:		Owner:		Project:	
Basis:					

NOTE: The following two questions refer only to disputes between the Contractor and the owner of a project. You need not include information about disputes between the Contractor and a supplier, another contractor, or sub-contractor. You need not include information

about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner.

7. **In the past five years** has any claim in excess of \$50,000 been filed in court or arbitration against the Contractor concerning its work on a construction project?

☐ Yes ☐ No

If “yes,” identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

Project:		Date:	
Claimant:		Court:	
Nature:			
Description:			

Project:		Date:	
Claimant:		Court:	
Nature:			
Description:			

Project:		Date:	
Claimant:		Court:	
Nature:			
Description:			

8. In the past five years has the Contractor made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If “yes,” identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

Project:		Date:	
Entity:		Defendant:	
Description:			

Project:		Date:	
Entity:		Defendant:	
Description:			

Project:		Date:	
Entity:		Defendant:	
Description:			

9. **In the last five years** has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?

☐ Yes ☐ No

If “yes,” give name the insurance carrier, the form of insurance and the year of the refusal.

Year:		Carrier:		Form:	
Comments:					

Year:		Carrier:		Form:	
Comments:					

Year:		Carrier:		Form:	
Comments:					

10. Has the Contractor or party to the Joint Venture been required to pay a **premium of more than one per cent (1%) for a performance and payment bond** on any project(s) on which the Contractor worked at any time **during the last three years?**

☐ Yes ☐ No

If “yes,” state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

NOTE: Score based on highest single year

Year:		Rate:	
Explanation:			

Year:		Rate:	
Explanation:			

Year:		Rate:	
Explanation:			

11. Has the Contractor carefully read the attached Document 00 22 19 and is the Contractor fully committed to the County's Enhanced Construction Outreach Program (ECOP) and required good faith efforts? *This is located at the back of the document and additional copies can be made available at Pre-Qualifications submittal conference.*

☐ Yes ☐ No

If "yes," provide an acknowledgement of the County's ECOP program.

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12. Has the Contractor managed a similar construction outreach program for the benefit of small local businesses, subcontractors, and suppliers?

☐ Yes ☐ No

If "yes," provide a brief description of the program, including the Contractor's methodology for conducting the program.

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13. **During the last five years** has the Contractor ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If yes, indicate the date when the Contractor was denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.

Date:		Surety:		Duration Period:	
Explanation:					

Date:		Surety:		Duration Period:	
Explanation:					

Date:		Surety:		Duration Period:	
Explanation:					

14. Has CAL OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations **in the past five years?**

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

☐ Yes ☐ No

If “yes,” describe the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

Description:		Date:		Nature:	
Project:		Amount:			
Description:		Date:		Nature:	
Project:		Amount:			
Description:		Date:		Nature:	
Project:		Amount:			

15. Has the Federal OSHA cited and assessed penalties against the Contractor **in the past five years?**

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If “yes,” describe each citation.

Explanation:

16. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Contractor or the owner of a project on which the Contractor was the builder, **in the past five years?**

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If “yes,” describe each citation.

Explanation:

Explanation:

Explanation:

17. Does the Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

☐ Yes ☐ No

If “yes,” identify how often the meetings are required.

Weekly	Bi-Weekly	Monthly	Less Frequent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Has the Contractor been issued an Experience Modification Rate (EMR) (California workers’ compensation insurance) **for each of the past three premium years?**

☐ Yes ☐ No

If your EMR for any of these three years is or was **1.00 or higher**, provide explanation.

NOTE: Score based on highest EMR in any single Year

Current Year:		Rate:	
Explanation:			

Current Year:		Rate:	
Explanation:			

Current Year:		Rate:	
Explanation:			

19. **Within the last five years** has there ever been a period when the Contractor had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," explain the reason for the absence of workers' compensation insurance.

Year:		Period:	
Explanation:			

Year:		Period:	
Explanation:			

Year:		Period:	
Explanation:			

20. Has there been **more than one occasion during the last five years** in which the Contractor was required to pay either back wages or penalties for the Contractor's failure to comply with the state's prevailing wage laws?

This question refers only to the prime Contractor's violation of prevailing wage laws, not to violations of the prevailing wage laws by a sub-contractor.

☐ Yes ☐ No

If "yes," describe the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

21. **During the last five years** has there been **more than one occasion** in which the Contractor has been penalized or required to pay back wages for failure to comply with the **Federal Davis-Bacon** prevailing wage requirements?

☐ Yes ☐ No

If "yes," describe the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

Violation:		Project:	
Completion:		Agency:	
Employees:		Amount:	

Violation:			Project:		
Completion:		Agency:			
Employees:				Amount:	

Violation:			Project:		
Completion:		Agency:			
Employees:				Amount:	

22. Does the Contractor intend to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council for use on this Project if you are awarded the contract?

☐ Yes ☐ No

If "yes," provide the name, address and telephone number of the apprenticeship program from whom you intend to request the dispatch of apprentices.

Program Name	Address	Phone

23. Has the Contractor operated its own State-approved apprenticeship program **during the last three years?**

☐ Yes ☐ No

If "yes," state the year in which each such apprenticeship program was approved, identify the craft or crafts in which your firm provided apprenticeship training, and state the number of individuals who were employed by your firm as apprentices at any time **during the past three years** in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

Year:		Rate:	
Crafts:			

24. At any time **during the last five years** has the Contractor been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

You may omit reference to any incident that occurred prior to January 1, 2008, if the violation was by a sub-contractor and the Contractor, as general contractor on a project, had no knowledge of the sub-contractor's violation at the time they occurred.

☐ Yes ☐ No

If “yes,” provide the date(s) of such findings, and attach copies of the Department’s final decision(s).

Date	Department	Finding	Decision #

25. Does Contractor currently employ LEED (Leadership in Energy & Environmental Design) accredited professionals?

☐ Yes ☐ No

If yes, identify individuals

Name	Years With Firm

26. Has Contractor built LEED-certified buildings in the past?

☐ Yes ☐ No

If yes, identify projects (s)

Project	Location	Certification Level	Date Completed

27. **During the past five years** has Contractor constructed buildings that incorporate green building features but were not LEED-certified?

☐ Yes ☐ No

If yes, identify projects (s)

Project	Location	Date Completed	Green Features

28. Does the Contractor have experience building **laboratory** facilities of similar size, and scope (\$750,000 to \$900,000 and 2,600+ square feet) to this Project?

☐ Yes ☐ No

29. Does the Contractor currently employ a Project Manager and a Superintendent who will be devoted full-time to this Project and who have experience building projects of similar size and scope?

☐ Yes ☐ No

If yes, identify the Project Manager and Superintendent and the projects for each:

Name	Years With Firm

Project	Location	Date Completed	Budget and Size

30. Does the Contractor currently employ a Quality Assurance (QA) /Quality Control (QC) Manager who will be devoted to this Project on a full-time basis?

☐ Yes ☐ No

If yes, identify the QA/QC Manager:

Name	Years With Firm

PART IV: RECENT CONSTRUCTION PROJECTS COMPLETED

Contractor shall provide information about **five (5) most recently completed Public Works projects** of similar size, scope and complexity.

Include, if applicable, descriptions of any green building or sustainable design strategies that were integrated into design and construction of the project. Please also indicate what methodology or practices were used to stay on or under Budget and within proposed Schedule for Occupancy

Names and references must be current and verifiable.

Project Number:¹ ____

Project Name: _____

Responsible Member: _____

Location: _____

Owner: _____

Owner Contact Name: _____

Owner Contact Name: _____

Owner Contact Phone: _____

Architect or Engineer: _____

Architect or Engineer Contact Name: _____

Architect or Engineer Phone: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed: _____

Original Value of Construction: _____

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

¹ FOR EACH PROJECT COPY THIS PAGE, INSERT A NUMBER (1 THROUGH 5) AND ATTACH ADDITIONAL PAGES.

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

Reference Interview Questions

PART V: REFERENCE INTERVIEW QUESTIONS

The following questions will be used to interview selected contacts from three of the five recently completed projects submitted within Part IV. The County will select projects and conduct the interviews. No action on the Contractor's part is necessary. These questions are included in the package given to the Contractor for information only.

Project #: _____

Contractor: _____

Project: _____

Brief Description: _____

1. Are there any outstanding stop notices, liens, or claims by the Contractor that are currently unresolved on contracts for which notices of completion were recorded **more than 120 days ago**?
☐ Yes ☐ No If "yes," how many separate instances? _____
2. On a scale of 1-10, with 10 being the best, did the Contractor provide adequate personnel?
Rating: _____
3. On a scale of 1-10, with 10 being the best, did the Contractor provide adequate supervision?
Rating: _____
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job?
Rating: _____
5. On a scale of 1-10, with 10 being the best, was the Contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates?
Rating: _____
6. On a scale of 1-10, with 10 being the best, did the Contractor adhere to the project schedule that your agency or business approved?
Rating: _____
7. Was the project completed on time?
☐ Yes ☐ No If "no," rate Contractor responsibility : _____
8. On a scale of 1-10, with 10 being the best, rate the Contractor on the timely submission of reasonable cost and time estimates to perform change order work.
Rating: _____
9. On a scale of 1-10, with 10 being the best, rate the Contractor on how well they performed the work after a change order was issued, and how well they integrated the change order work into the existing work.
Rating: _____

10. On a scale of 1-10, with 10 being the best, rate how the Contractor has been performing in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items?
Rating: _____
11. On a scale of 1-10, with 10 being the best, rate the Contractor on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them.
Rating: _____
12. On a scale of 1-10, with 10 being the best, rate the Contractor with respect to timely payments by them to sub-contractors and/or suppliers.
Rating: _____
13. On a scale of 1-10, with 10 being the best, rate the quality of the work overall.
Rating: _____
14. On a scale of 1-10, with 10 being the best, was the contractor cooperative with the owner and the architect?
Rating: _____
15. On a scale of 1-10, with 10 being the best, did the contractor try to resolve disputes in a fair and equitable manner?
Rating: _____

Certification

CERTIFICATION

I, the undersigned, on behalf of the General Contractor, certify and declare that I have read all the foregoing answers to this Pre-Qualification Document and know their contents. The matters stated in the Questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

(Printed name)

(Signature)

(Date)

Scoring Worksheets

SCORING WORKSHEETS

The establishing of the qualification of a Contractor is determined by:

- 1) Confirming the appropriate responses to Part II: Essential Requirements do not exceed a point total point value of **zero (0)**;
- 2) Confirming minimum point total value of **100** value from responses to Part III: Scored Questionnaire and
- 3) Confirming minimum point total value of **98** from responses to all Part V: Reference Interview Questions associated with Part IV: Recent Construction Projects Completed.

The table below gives the value of each scored question for the Part II: Essential Requirements and Part III: Scored Questionnaire parts. Scoring breakdown for Interview Questions of Part IV are found above in description of Part IV process.

The Scoring Worksheets list every essential requirement and scored question. The requirements and questions are abbreviated to capture the essence of the item. The abbreviation does not change the actual requirement or question as written in the Essential Requirements and Scored Questionnaire parts of the Pre-Qualification Questionnaire.

PART II Essential Requirements For the Contractor

Question #	Requirement / Question	Yes	No	Score
1	Does General Contractor & Subcontractors have current California contractor's license? <i>Yes = 0; No = 1</i>			
2	Does General Contractor & Subcontractors have liability insurance? <i>Yes = 0; No = 1</i>			
3	Does Contractor & Subcontractors have workers' compensation insurance? <i>Yes = 0; No = 1</i>			
4	Is General Contractor's financial statement attached? <i>Yes = 0; No = 1</i>			
5	Is General Contractor's notarized surety statement attached? <i>Yes = 0; No = 1</i>			
6	Has General Contractor or Subcontractors' license been revoked in the last five years? <i>Yes = 1; No = 0</i>			
7	Has General Contractor or Subcontractors' surety paid for completion last 5 years? <i>Yes = 1; No = 0</i>			
8	Is General Contractor or Subcontractors' ineligible to bid on public works? <i>Yes = 1; No = 0</i>			
9	Has General Contractor or Subcontractors been convicted of crime on public contract? <i>Yes = 1; No = 0</i>			
10	Has Contractor been found liable or guilty in a criminal action? <i>Yes = 1 pt; No = 0</i>			
11	Has General Contractor been convicted of a crime related to			

	construction? <i>Yes =1 pt; No =0</i>			
12	Has General Contractor been convicted of a fraud, theft or dishonesty? <i>Yes = 1 pt; No =0</i>			
Total Score for Essential Requirements (Disqualified if score is greater than zero "0")				

PART III Scored Questions for the General Contractor

Question #	Requirement / Question	Yes	No	Instance	Score
1	How many years General Contractor been in business in California? <i>2 yrs or less = 2 pts; 3 yrs = 3 pts; 4 yrs = 4 pts; 5 yrs + = 5 pts</i>				
2	Is General Contractor currently in a bankruptcy? <i>Yes = 0 pts; No = 5 pts</i>				
3	Has General Contractor been in bankruptcy during the last five years? <i>Yes = 0 pts; No = 5 pts</i>				
4	How many projects has General Contractor paid liquidated damages of \$50,000 or more in last five years? <i>0 to 1 projects = 5 pts; 2 projects =3 pts; more than 2 = 0 pts.</i>				
5	Has General Contractor been prevented from bidding on public works projects in last five years? <i>Yes =subtract 5 pts; No =5 pts</i>				
6	Has General Contractor been denied award of a public works projects in last five years? <i>Yes = 0 pts; No = 5 pts</i>				
7	Has a claim over \$50,000 been files against General Contractor in last five years? <i>5 pts for 0 or 1 instance; 3 pts for 2 instances; 0 pts for more than 2 instances.</i>				
8	Has General Contractor filed a claim of more than \$50,000 against owner in last five years? <i>5 pts for 0 or 1 instance; 3 pts for 2 instances; 0 pts for more than 2 instances</i>				
9	Has any insurance carrier refused to renew General Contractor policy? <i>5 pts for 0 or 1 instance; 3 pts for 2 instances; 0 pts for more than 2</i>				
10	Has General Contractor paid more than 1% for a performance & payment bond? <i>5 pts for up to 1%; 3 pts for no higher than 1.10%; 0 pts for higher than 1.1%.</i>				
11	Has General Contractor read Document 00 22 19 and committed to ECOP program? <i>Yes =5; No =0</i>				
12	Has General Contractor managed a similar construction outreach program? <i>Yes =5; No =0</i>				
13	Has a surety ever denied General Contractor bond coverage in last five years?				

	<i>Yes =0; No =5</i>				
14	Has CAL OSHA cited General Contractor for serious, willful or repeated safety violations in last five years? <i>5 pts for 0 or 1 instance; 3 pts for 2 instances; 0 pts for any other answer</i>				
15	Has federal OSHA cited General Contractor for safety violations in last five years? <i>5 pts for 0 or 1 instance; 3 pts for 2 instances; 0 pts for any other answer</i>				
16	Has EPA, AQMD or RWQCB assessed penalties against General Contractor? <i>5 pts for 0 to 1 instance; 3 pts for 2 instances; 0 pts for any other answer</i>				
17	Does General Contractor require weekly safety meetings? <i>Yes, weekly =5; any other answer=0</i>				
18	Has General Contractor been issued an EMR for last three years? <i>5 pts for .95 or less; 3 pts if between .96 and 1.00; 0 pts for any other answer</i>				
19	Has General Contractor been without workmen's compensation insurance in last five years? <i>5 pts for 0 to 1 instance; 0 pts for any other answer</i>				
20	Has General Contractor failed to comply with state prevailing wage laws? <i>5 pts for 0 to 2 instance; 3 pts for 3 instances; 0 pts for any other answer</i>				
21	Has General Contractor failed to comply with federal prevailing wage laws? <i>5 pts for 0 to 2 instance; 3 pts for 3 instances; 0 pts for any other answer</i>				
22	Does General Contractor intend to use a California Apprenticeship Council program? <i>Yes =5; No =0</i>				
23	Has General Contractor participated in a state-approved apprenticeship program? <i>5 pts if 1 or more persons; 0 pts if no persons</i>				
24	Has General Contractor violated California apprentice laws? <i>5 pts for 0 to 2 instance; 3 pts for 3 instances; 0 pts for any other answer</i>				
25	Does General Contractor Employ LEED Accredited professionals? <i>Yes =3; No =0</i>				
26	Has General Contractor constructed LEED-certified buildings? <i>Yes =5; No =0</i>				
27	Has General Contractor constructed essential facilities buildings? <i>Yes =5; No =0</i>				
28	Has General Contractor experience of building similar size projects? <i>Yes =5; No =0</i>				
29	Has General Contractor experienced Project Manager and Superintendent?				

	<i>Yes =5; No =0</i>				
30	Has general Contractor QA/QC Manager for devoting to this project? <i>Yes =5; No =0</i>				
Total for Scored Contractor Questions Minimum Qualifying Score is 100					

Summary of Scored Questions for Contractor

Section	Section Score
Part II: Essential Requirements For the Contractor (If score is greater than zero (0), Contractor is Disqualified)	
Part III. Scored Questions for the Contractor (Minimum qualifying score is 100 points out of Maximum Score of 150)	
Part V: Reference Interviews Questions (Minimum qualifying score is 98 points out of Maximum Score of 140)	

DOCUMENT 00 22 19

ENHANCED CONSTRUCTION OUTREACH PROGRAM (ECOP)

GENERAL

1. PURPOSE

1.1 It is the express purpose of the Enhanced Construction Outreach Program (ECOP) to encourage the participation in the County of Alameda, General Services Agency (GSA) capital projects of

- Minority Owned Business Enterprise (MBE),
- Woman Owned Business Enterprise (WBE),
- Local Business Enterprise (LBE) and
- Small Local Business Enterprise (SLBE)

And to ensure that all contracting firms receive an equal opportunity to bid and receive work for this project. The ECOP encourages the inclusion of small businesses in this contract in accordance with Public Contract Code § 2002.

1.2 By submitting a bid, Bidders acknowledge and agree to all Document 00 22 19 provisions contained herein.

1.3 In the event of conflict between the terms of this Section 00 22 19 and the PROJECT STABILIZATION / COMMUNITY BENEFITS AGREEMENT for the COUNTY OF ALAMEDA, the terms of the PROJECT STABILIZATION / COMMUNITY BENEFITS AGREEMENT for the COUNTY OF ALAMEDA shall take priority.

2. APPLICATION

2.1 The provisions outlined in this Section 00 22 19 apply to this contract for the construction of the above-referenced project. This project is funded solely with local dollars, and these provisions shall apply to all work performed under any contract awarded as a result of this competitive process.

2.2 To be considered for a contract award, any bidder who fails to meet all ECOP goals identified herein shall be required to demonstrate to the satisfaction of the County that all good faith efforts (GFEs) were made in accordance with the criteria listed in Section 7.9, GFE 1-9. Failure of the bidder to demonstrate a good faith effort may result in the bid being deemed non-responsive.

3. 3 DEFINITIONS

3.1 LOCAL BUSINESS ENTERPRISE (LBE)

3.1.1 For the purposes of this program, a Local Business Enterprise means a business that is a firm or dealer with fixed offices located in, and having a street address within the County and holds a valid business license issued by the County or a city within the County for at

least 6 months prior to the date upon which a request for sealed bids or proposals is issued.

3.2 MINORITY OR WOMEN BUSINESS ENTERPRISE (MWBE)

3.2.1 For the purposes of this program, an MWBE is a Small Business Enterprise (SBE), as that term is defined by the State of California, that meets both of the following criteria:

3.2.1.1 At least 51 percent of the business is owned by one or more minority persons or women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and

3.2.1.2 Whose management and daily business operations are controlled by one or more minority persons or women.

3.2.2 An MWBE must be certified as such by local agencies identified or recognized by the County as having effective certification programs. When the State of California SBE definition is met, validation of the current certification by one of the following local agencies must be provided with the bid response:

Bay Area Rapid Transit (BART)
Office of Community Investment and Infrastructure¹,
The (CPUC) Supplier Clearinghouse
Western Regional Minority Supplier Development Council (WRMSDC)
Women's Business Enterprise National Council (WBENC)

3.3 MINORITY PERSON

3.3.1 Minority person, for purposes of this section, means Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleuts and Native Hawaiians), Asian-Pacific Americans (including persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia and Taiwan).

3.4 SMALL BUSINESS ENTERPRISE (SBE)

3.4.1 For the purposes of this program, an SBE meets the current State of California definition of a small business, which is one that:

3.4.1.1 Must be independently owned and operated;

3.4.1.2 Cannot be dominant in its field of operation;

¹ Successor Agency to San Francisco Redevelopment Agency

- 3.4.1.3 Must have its principal office located in California;
- 3.4.1.4 Must have its owners (or officers in the case of a corporation) domiciled in California; and
- 3.4.1.5 Together with its affiliates, be either:
 - 3.4.1.5.1 A business with 100 or fewer employees, and an average annual gross receipts of \$14 million or less over the previous three tax years, or
 - 3.4.1.5.2 A manufacturer with 100 or fewer employees.
- 3.4.1.6 An SBE must be certified or recognized as such by organizations whose certification is accepted by the California Department of General Services or by local agencies identified by the County of Alameda to have effective certification programs. Validation of the current certification by one of the following local agencies must be provided with the bid response:

Alameda County Transportation Commission (Alameda CTC)
California Department of General Services (DGS)
Office of Community Investment and Infrastructure,
Port of Oakland
and, when the State SBE definition is met, Alameda County (SLEB certification)

3.5 SMALL LOCAL BUSINESS ENTERPRISE (S/LBE)

- 3.5.1 For the purposes of this program, a Small Local Business Enterprise is defined by the County of Alameda and means a business that meets the SBE definition above, and is a firm or dealer with fixed offices located in, and having a street address within the County, and holds a valid business license issued by the County or a city within the County.

4. **ENHANCED CONSTRUCTION OUTREACH PROGRAM (ECOP) GOALS**

4.1 MBE PARTICIPATION SUBCONTRACTING – 15% GOAL

- 4.1.1 The MBE element of the ECOP program shall include subcontractors, manufacturers, suppliers and truckers in calculating achievement of the MBE goal. Any contractor who fails to meet the MBE goals described herein must demonstrate to the satisfaction of the County of Alameda that a good faith effort was made to meet these goals in order to be considered for a contract award.
 - 4.1.1.1 The County shall further require that in order to be awarded a contract, a prime contractor must show that a good faith effort was made to provide **at least 15%**

of the total contract amount to MBE subcontractors, manufacturers, suppliers, and truckers.

- 4.1.1.2 The MBE goals must be achieved by the use of MBE subcontractors, manufacturers, suppliers, and/or truckers. If the Contractor plans to perform all the work with the Contractor's own forces, the goal will still apply and must be achieved by the use of suppliers, manufacturers, and/or truckers.
- 4.1.1.3 A certified MBE prime contractor **may not** apply the percentage of the prime contractor's work toward meeting the goals as set forth above. An MBE subcontractor meeting the definition of both an MBE and a WBE **may not** be used to achieve both MBE and WBE required goals. The percentage of MBE firms utilized for the project described herein can only be applied to either MBE or WBE required goals. For purposes of meeting the MBE goals for this project, each participating MBE must be identified as an MBE.
- 4.1.1.4 Prime contractors are strongly encouraged to sub-contract with S/LBE certified MBEs to meet the goals.

4.2 WBE PARTICIPATION SUBCONTRACTING – 5% GOAL

- 4.2.1 The WBE element of the ECOP program shall include subcontractors, manufacturers, suppliers and truckers in calculating achievement of the WBE goal. Any contractor who fails to meet the WBE goals described herein must demonstrate to the satisfaction of the County of Alameda that a good faith effort was made to meet these goals in order to be considered for a contract award.
 - 4.2.1.1 The County shall further require that in order to be awarded a contract; a prime contractor must show that a good faith effort was made to provide **at least 5% of the total contract amount to WBE subcontractors, manufacturers, suppliers, and/or truckers.**
 - 4.2.1.2 The WBE goals must be achieved by the use of subcontractors, manufacturers, suppliers, and/or truckers. If the Contractor plans to perform all the work with the Contractor's own forces, the goal will still apply and must be achieved by the use of manufacturers, suppliers, and/or truckers.
 - 4.2.1.3 A certified WBE prime contractor **may not** apply the percentage of the prime contractor's work toward meeting the goals as set forth above. A WBE subcontractor meeting the definition of both an MBE and a WBE **may not** be used to achieve both the MBE and WBE required goals. The percentage of WBE firms utilized for the project described herein can only be applied to either MBE or WBE required goals. For purposes of meeting the WBE goals for this project, each participating WBE must be identified as a WBE.

- 4.2.1.4 Prime contractors are strongly encouraged to sub-contract with S/LBE certified WBEs to meet the goals.

4.3 LBE PARTICIPATION GOALS –60% GOAL

4.3.1 The LBE element of the ECOP program shall include subcontractors, manufacturers, suppliers and/or truckers in calculating achievement of the LBE goal. Any contractor who fails to meet the LBE goals described herein must demonstrate to the satisfaction of the County of Alameda that a good faith effort was made to meet these goals in order to be considered for a contract award.

4.3.1.1 The County shall further require that in order to be awarded a contract, a prime contractor must show that a good faith effort was made to provide **at least 60% of the total contract amount to an LBE.**

4.3.1.2 The prime contractor may count a portion or all of its work towards meeting the goal and/or the LBE goal may be achieved by the use of subcontractors, manufacturers, suppliers, and/or truckers.

4.4 S/LBE PARTICIPATION - 20% GOAL

4.4.1 The S/LBE element of the ECOP program shall include subcontractors, manufacturers, suppliers and/or truckers in calculating achievement of the S/LBE goal. Any contractor who fails to meet the S/LBE goals described herein must demonstrate to the satisfaction of the County of Alameda that a good faith effort was made to meet these goals in order to be considered for a contract award.

4.4.1.1 The County shall further require that in order to be awarded a contract; a prime contractor must show that a good faith effort was made to provide **at least 20% of the total contract amount to an S/LBE.**

4.4.1.2 The prime contractor may count a portion or all of its work towards meeting the goal and/or the S/LBE goal may be achieved by the use of subcontractors, manufacturers, suppliers, and/or truckers. For purposes of meeting this goal, the 20% S/LBE participation may also be counted toward achieving the 60% LBE participation goal and/or a part of the prime contractor LBE participation.

5. SMALL BUSINESS ENTERPRISE 5% BID PREFERENCE

5.1 Prime contractors who are **certified small local businesses (S/LBE) shall be eligible to receive a 5% bid preference.** Prime contractors that subcontract with certified small local businesses (S/LBE) (in accordance with the Public Contract Code 2002) for a minimum 40% of the contract amount will also be eligible to receive this 5% bid preference. This bid preference shall be applied by multiplying the total Base Bid amount by 0.95 to determine the bid amount for comparison purposes.

6. **HIRING OF LOCAL APPRENTICES, YOUTH, UNEMPLOYED AND UNDEREMPLOYED RESIDENTS** (FOR PROJECTS OVER \$125K, BUT UNDER \$1M)

PURPOSE

- 6.1 The County of Alameda, General Services Agency (GSA), Technical Services Department (TSD) strongly encourages the hiring of local apprentices, youth, unemployed and under-employed County residents to complete the work required for this project. Those firms that can demonstrate the ability and willingness to provide jobs required to complete this project to local apprentices, youth, unemployed and underemployed County residents should include such evidence in their bid response.

7. **GOOD FAITH EFFORTS, ECOP PACKAGE SUBMITTALS, AND EVALUATION PROCEDURES**

- 7.1 It is required that bidders exercise a good faith effort to secure the participation, as set forth in the specifications, of M/W/S/LBE subcontractors, manufacturers, suppliers and/or truckers on the project. Achievement of the ECOP goals shall constitute prima facie evidence of a Good Faith Effort (GFE). The failure of any bidder to make a good faith effort to achieve the specified participation of M/W/S/LBE subcontractors, manufacturers, suppliers and/or truckers shall be grounds for determining that the bid is non-responsive.
- 7.2 Upon request from GSA, the two responsible bidders with the lowest responsive bids must submit to the Project Manager documentation to support the ECOP goals met, and the GFEs made. The documentation submitted by each bidder shall be referred to as the ECOP Package.
- 7.3 ECOP bid submittal evaluation will initiate following GSA's determination of the two (2) responsible bidders who submitted the lowest responsive bids and their submission of the ECOP Package, which shall include, but not be limited to, ECOP Form 101A, 101B, 102A, 102B and 102C (provided separately as Excel fillable forms) and supporting documentation verifying ECOP goals met and GFEs made. The ECOP Package is to be submitted by the two (2) responsible bidders who submitted the lowest responsive bids to GSA **no later than 2:00 p.m. on the second business day following the public bid opening by GSA.**
- 7.3.1 The individual dollar amounts to be subcontracted to the M/W/S/LBE listed in the bidder's proposal will be listed on the S/LBE Participation Information ECOP Forms 101A and 101B and the M/WBE Subcontractor Participation Information ECOP Forms 102A, 102B
- 7.3.2 ECOP Forms 101A, 101B, 102A 102B, 102C (Excel fillable forms), signature page and supporting documentation shall be delivered to the assigned GSA-TSD Project Manager.
- 7.4 After the bids are opened, the M/W/S/LBE subcontractors, manufacturers, suppliers and/or truckers who bid to the two (2) responsible bidders with the apparent lowest responsive bids are required to provide the amounts of their bids to the County for the purposes of verification. This information shall be certified by a principal of the subcontracting firm. To the extent permitted by law, the

information provided by the subcontractors, manufacturers, suppliers and/or truckers will be treated as proprietary, and will be solely for the use of County staff or its agents.

- 7.5 Each ECOP Package will be reviewed and evaluated by GSA or its agents **within approximately five (5) business days of receipt** unless additional time is needed to verify the submittals. Bidders must meet all the ECOP goals **OR** make all the GFEs (see section 7.9) in order for their bid to be deemed responsive.
- 7.6 The ECOP Package must be complete, submitted on a CD or flash drive, and contain legible supporting documents:
- 7.6.1 ECOP Forms 101A, 101B, 102A, 102B and 102C to be completed electronically and submitted on a CD or flash drive along with the hard copy signature page and supporting documentation.
- 7.6.2 Supporting certification documentation for the prime contractor and each subcontractor, manufacturer, supplier and/or trucker M/W/S/LBEs submitted in the order they are listed on the ECOP forms **must be submitted as hardcopy**
- 7.6.2.1 To be considered towards meeting the ECOP goals bidders must submit:
- 7.6.2.1.1 Acceptable certifying documentation for the prime contractor and its subcontractors, manufacturers, suppliers and/or truckers, as applicable (for example, local business license with proof of issue and expiration date, certification letters with expiration date).
- 7.6.2.1.2 Evidence that manufacturers, suppliers, and/or truckers are providing goods or services to subcontractors (for example, letter of intent, agreement)
- 7.6.3 Documents evidencing those good faith efforts that were made, submitted in the order listed in the table below with the corresponding item number (1-9) noted on each document.
- 7.6.4 Evidence of M/W/S/LBE participation (copies of bids, agreements, etc.) for all listed subcontractors, manufacturers, suppliers, and/or truckers that are *not* directly contracting with them (for example, material suppliers to subcontractors).
- 7.7 GSA reserves the right, as it may deem appropriate and necessary, to contact the two responsible bidders who submitted the apparent two lowest responsive bids during the evaluation process for clarification and/or submission of additional ECOP Goals or GFE documentation.
- 7.8 ECOP GOALS / GOOD FAITH EFFORTS REQUIRED

Listed in the table (below) are examples of acceptable documentation to support a determination that ECOP goals have been met.

	ECOP GOALS	EXAMPLES OF ACCEPTABLE DOCUMENTATION
1	<p>60% Local Business Enterprise (LBE) LBE participation may consist of the Prime Contractor and Subcontractors and may count towards the LBE, SBE, MBE and/or WBE ECOP goals.</p>	<ul style="list-style-type: none"> • Business license issued by the County of Alameda or a City within the County of Alameda and proof of date issued (which is at least six months prior to the date bids were solicited). OR • Certification letter from an acceptable certifying agency* showing a local address and issuance/expiration dates.
2	<p>20% Certified Small Business Enterprise (SBE) Certified SBEs must be Local (S/LBE) to be considered. S/LBE participation may consist of the Prime Contractor and Subcontractors and may count towards the LBE, SBE, MBE and/or WBE ECOP goals.</p> <p>An SBE meets the LBE definition above and the current State definition of a small business that is <100 employees and <\$14 Million annual gross revenues (over the last three years).</p>	<ul style="list-style-type: none"> • Same as LBE <i>PLUS</i> • Current certification document or letter with SBE designation*
3	<p>15% Minority-Owned Business Enterprise (MBE) <u>Subcontractors</u> MBEs are defined per PCC 2000(e)(1), (e)(2) and (f) and are not required to be LBEs. An M/WBE may count towards <u>only</u> MBE or WBE participation (not both); however, a local MBE may count towards both LBE and S/LBE ECOP goals.</p> <p>An MBE is a minority-owned business certified by one of the agencies listed below. An MBE can also be an SBE or LBE for purposes of meeting the SBE or LBE subcontracting goals, but an MBE cannot also be considered a WBE.**</p>	<ul style="list-style-type: none"> • Current certification document, letter, etc., with MBE designation**
4	<p>5% Woman-Owned Business Enterprise (WBE) <u>Subcontractors</u> WBEs are defined per PCC 2000(e)(1), (e)(2) and (f) and are not required to be LBEs. An M/WBE may count towards <u>only</u> MBE or WBE participation (not both); however, a local WBE may count both towards the LBE and S/LBE ECOP goals.</p> <p>A WBE is a minority-owned business certified by one of the agencies listed below. A WBE can also be an SBE or LBE for purposes of meeting the SBE or LBE subcontracting goals, but a WBE cannot also be considered an MBE.**</p>	<ul style="list-style-type: none"> • Current certification document, letter, etc., with WBE designation**

* SBE certification from the following agencies is accepted: Alameda County Transportation Commission (Alameda CTC), California Department of General Services (DGS), Office of Community Investment and Infrastructure, Port of Oakland,
and when the State SBE definition is met, Alameda County (SLEB certification).

** When the State SBE definition is met M/WBE certification from the following agencies is accepted:

Bay Area Rapid Transit (BART), Office of Community Investment and Infrastructure, the (CPUC) Supplier Clearinghouse, Western Regional Minority Supplier Development Council (WRMSDC), Women's Business Enterprise National Council (WBENC).

7.9 The examples of GFE Indicators listed in the table below and suggested samples and are not meant to be mandatory or exclusionary. Other documentation may be acceptable as long as it evidences a GFE. For additional information regarding the ECOP Package submittals contact the GSA Contract Compliance Officer listed in Section IV below.

Required Good Faith Effort Indicators	Examples of Acceptable Documentation
1. The bidder attended mandatory pre-solicitation or pre-bid meetings that were scheduled by the local agency to inform all bidders of the ECOP requirements for the project for which the contract will be awarded.	<ul style="list-style-type: none"> Copy of pre-bid meeting sign-in sheet (which is e-mailed to attendees and available on County Current Contracting Opportunities website listed below). The name of the firm must be listed. http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp
2. The bidder identified and selected specific items of the project for which the contract will be awarded to be performed by M/W/S/LBEs to provide an opportunity for participation by those enterprises.	<ul style="list-style-type: none"> Copy of advertisements, certified letters, successfully completed faxes and/or other notices to M/W/S/LBEs with selected specific items identified.
3. The bidder advertised, not less than ten (10) calendar days before the date the bids are opened , in one or more local daily or weekly newspapers, trade association publications, minority or trade-oriented publications, or trade journals for M/W/S/LBEs that are interested in participating in the project.	<ul style="list-style-type: none"> Copy of advertisements placed showing publication name and date, and dated receipts. Dated receipt with ad copy.

<p>4. The bidder provided written notice of his or her interest in bidding on the contract to the number of M/W/S/LBEs required to be notified by the project specifications not less than ten (10) calendar days prior to the opening of bids. The bidder may utilize the list of certified local business enterprises in the on-line County Small Local Emerging Business (SLEB) Vendor Query System located at http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebmenu.jsp. The minimum number of M/W/S/LBE firms required to be notified is three (3) for each item of the project selected to be performed by a M/W/S/LBE, where an M/W/S/LBE subcontractor has not been secured for that item.</p>	<ul style="list-style-type: none"> • Copy of dated notice, complete distribution list(s) and evidence of distribution (proof of faxes, e-mails sent etc.) • Undelivered faxes do not count toward the effort to meet the minimum requirement • Trades and specialties, in addition to M/W/S/LBE designation, must be clearly identified to meet the minimum requirement by using certification letter or source documentation
<p>5. The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested in performing specific items of the project.</p>	<ul style="list-style-type: none"> • Successfully completed telephone log containing specific dates, name of caller, person contacted and comments (i.e., why not bidding, information sent to/date)
<p>6. The bidder provided interested M/W/S/LBEs with information about the plans, specifications, and requirements for the selected subcontracting or material supply work.</p>	<ul style="list-style-type: none"> • Copy of published advertisements, letters, successfully completed faxes, etc. with M/W/S/LBE name/contact information including the required information or directions on how to obtain it and the date the information was provided • Agenda, meeting notes, etc. including specific topics discussed, M/W/S/LBE firm names and contact persons in attendance that received information, and the location and date information was provided
<p>7. The bidder requested assistance from local and small business and minority and women community organizations; local and small, minority and women contractor groups, local, state, or federal M/W/S/LBE assistance offices, or other organizations that provide assistance in recruitment and placement of M/W/S/LBEs.</p>	<ul style="list-style-type: none"> • Copy of dated written request and response (letter, successfully completed fax, e-mail, etc.) • Or 2nd written request to follow-up, if needed. Phone log is not acceptable.

<p>8. The bidder negotiated in good faith with the M/W/S/LBEs and did not unjustifiably reject as unsatisfactory bids prepared by any M/W/S/LBEs as determined by GSA</p>	<ul style="list-style-type: none"> • Copies or list of all bids and a spreadsheet listing all bids with firm name, contact person, bid items(s), bid price, M/W/S/LBE classification, and comments re-selection or rejection • M/W/S/LBE bids accepted and included in bid response
<p>9. Where applicable, the bidder advised and made efforts to assist interested M/W/S/LBEs in obtaining bonds, lines of credit, or insurance required by either the GSA or the contractor.</p>	<ul style="list-style-type: none"> • Copy of advertisements or other notices with specifics referencing willingness to assist M/W/S/LBEs • Agenda, meeting notes including presenter's name and title, specific topics discussed, handouts etc., name of M/W/S/LBE firms in attendance, contact persons who received advice, location, and date advice was provided

7.10 The performance by a bidder of the GFE Indicators specified in the table above shall create a rebuttable presumption, affecting the burden of producing evidence, that a bidder has made a good faith effort to comply with the goals and requirements relating to participation by M/W/S/LBEs established pursuant to Section 4 herein.

8. JOINT VENTURES

8.1 Whenever a joint venture occurs involving either a prime or non-prime (for example, subcontractors, manufacturers, suppliers, and truckers) M/W/S/LBE firm at any level of contracting, trucking, manufacturing, or supplying, the prime contractor shall provide the County with a full account of the nature of ownership interests, the basis for creation of the joint venture, and the particular financial participation and administrative responsibilities of the interested parties. In evaluating the prime contractor's effort, the M/W/S/LBE percentage that is to be attributed to a joint venture shall be determined by multiplying the percentage of the total contract amount that is to be performed by the joint venture times the percentage of actual financial participation in the joint venture represented by the M/W/S/LBE business.

9. NONDISCRIMINATION

9.1 Purpose

9.1 The Contractor shall comply with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964 and shall not, in regard to any position for which an employee or applicant for employment is qualified, discriminate against any employee or applicant for employment because of race, creed, color, disability, sex, sexual orientation, political affiliation, or by any other non-merit factors be otherwise subjected to discrimination. The Contractor shall apply the ECOP that ensures applicants are employed, and that employees are treated during employment without regard to their race, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or

transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other terms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- 9.2 Contractor shall, in all solicitations or advertisements for employees placed on behalf of the County, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, disability, sex, sexual orientation or national origin, age, religion, Vietnam Era Veteran's status, political affiliation, or any other non-merit factors.

SECTION II

CONTRACT COMPLIANCE REQUIREMENTS

1. APPLICATION

- 1.1 The following provisions shall apply to all contracts subject to the provisions of Section I and/or Section IV.

2. ALAMEDA COUNTY CONTRACT COMPLIANCE SYSTEM

- 2.1 Alameda County utilizes the Elation Systems contract compliance application as part of its commitment to assist contractors to comply with certain legal and contractual requirements. The Elation Systems, a secure web-based computer system, was implemented to monitor compliance and to track and report M/W/S/LBE participation in County contracts.
- 2.2 The prime contractor and all participating local and M/W/S/LBE subcontractors awarded contracts as a result of the bid process for this project are **required to use the Elation System to submit ECOP information** including, but not limited to, weekly certified payrolls, monthly progress payment reports and other information related to M/W/S/LBE participation. Use of the Elation System, support and training is available at no charge to prime and subcontractors participating in County contracts.
- 2.3 Upon contract award:
- 2.3.1 The County will provide contractors and subcontractors participating in any contract awarded as a result of this bid process, a code that will allow them to register and use the Elation System free of charge.
- 2.3.2 Contractors should schedule a representative from their office/company, along with each of their subcontractors, to attend Elation Systems training.
- 2.3.2.1 Free multi-agency Elation Systems one-hour training sessions require reservations and are held monthly in the Pleasanton, California area.

2.4 It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize Elation Systems.

2.4.1 For further information, please see the Elation Systems training schedule online at http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (925) 924-0340.

2.4.2 If you have questions regarding the utilization of the Elation System, please contact the Project Manager. For system support visit Elation Systems online at <http://www.elationsys.com/> or contact them at (925) 924-0340.

3. MEETINGS

3.1 After the award of the contract and prior to beginning work, the General Services Agency may hold a pre-construction conference at which a representative of the Contractor and of each subcontractor must attend. As it becomes necessary during the course of the contract, the General Services Agency may call meetings of the Contractor and pertinent subcontractors.

4. INFORMATION AND RECORDS

4.1 For the purposes of determining compliance with this program, the Contractor shall provide the County with access to all records and documents that relate to M/W/S/LBE participation. To the extent permitted by applicable law, proprietary information will be safeguarded.

4.2 The Contractor must submit the following information to the General Services Agency on Alameda County approved forms. All subcontractor submittals must be through the prime contractor.

4.2.1 S/LBE Participation Information and M/WBE Subcontractor Participation Information, (ECOP Forms 101A, 101B, 102A, and 102B provided separately as Excel fillable forms) submitted no later than 2:00 p.m. on the second business day following the public bid opening by GSA.

4.2.2 Checklist for Review of Good Faith Efforts (ECOP Form 102C (also provided separately) submitted no later than 2:00 p.m. on the second business day following the bid opening by GSA.

5. SUBSTITUTION OF M/W/S/LBE FIRMS

5.1 Substitution of other **firms** (subcontractors at any level, manufacturers, suppliers and/or truckers) for those listed in the proposal on the sheet entitled M/WBE Subcontractor Participation Information or S/LBE Participation Information shall not be made without prior approval of the County, and shall be in accordance with State or Federal law where applicable.

SECTION III

NON-COMPLIANCE WITH ECOP

1. APPLICATION

- 9.3 The following provisions shall apply to all contracts subject to the provisions of Section I and/or Section IV.

2. DETERMINATION OF NON-COMPLIANCE

- 9.4 During the performance of the contract, if the General Services Agency has reason to believe or finds that the Contractor has not met the ECOP requirements in the contract, the Director of the General Services Agency (or the Director's designee) shall hold a meeting with the Contractor for the purpose of determining whether the Contractor is out of compliance. If after the meeting the Contractor is found to be out of compliance, the Contractor will be notified of a public hearing. The public hearing will be held before the Board of Supervisors with a **minimum five calendar-day notice given to the Contractor**. If the Board of Supervisors finds that there has been a violation, the County will notify the Contractor in writing of the sanctions to be imposed by the Board.

3. SANCTIONS

- 9.5 A finding at the public hearing that there has been a violation of the ECOP requirements of the contract shall be cause for the Board of Supervisors to impose any or all of the following sanctions:
- 9.5.1 **Withhold an additional ten percent (10%) of all further contract progress payments** until the Contractor provides evidence satisfactory to the Board of Supervisors that the condition of noncompliance has been corrected.
- 9.5.2 **Suspend the contract** until such time as the Contractor provides evidence satisfactory to the Board of Supervisors that the condition of noncompliance has been corrected.
- 9.5.3 Terminate the contract and **collect appropriate damages from the Contractor**.
- 9.5.4 Declare that the Contractor is not a responsible bidder and is **ineligible to make bids on future County contracts** for a stated period of time or until the Contractor can demonstrate to the satisfaction of the Board of Supervisors that the violation has been corrected.

SECTION IV

1. OUTREACH

- 1.1 To promote the ECOP goals and assist contractors and subcontractors in their efforts to develop the relationships they may require to meet the ECOP goals for this project, the County will
- 1.1.1 E-mail the Notice to Bidders to vendors in the County Vendor Database and other sources. Advertise the project once a week for at least 2 consecutive weeks in a newspaper of general circulation in the county where the project is located, trade organizations and chambers of commerce, and plan rooms. Notice of this project will also be posted on the County Current Contracting Opportunities and Calendar of Events websites (see website URL addresses below).

- 1.1.2 Incorporate a networking and informational component in the mandatory bid walk/site visit.
- 1.1.3 Provide information about the project, the ECOP, and other current and upcoming projects at the bid conference/networking meeting.
- 1.1.4 E-mail the list of attendees from the mandatory bid walk to each attendee when issuing the first Addendum for the Project and post the attendance and first Addendum on the Current Contracting Opportunities website.

2. CONTRACTOR RESOURCES

The following sources may be contacted for assistance in soliciting M/W/S/LBE participation:

Asian American Contractors Association

Juliana Choy Sommer, President
(415) 642-1818

Western Regional Minority Supplier Development Council (WRMSDC) –

MBE certifications only

460 Hegenberger Road, Suite 730
Oakland, CA 94621
(510) 686-2555
www.ncmsdc.org

Women’s Business Enterprise National Council (WBENC)

WBE certifications only – www.wbenc.org

Visit the following County of Alameda GSA websites for

CERTIFIED SMALL LOCAL VENDORS	http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebresultlist.jsp?smEmInd=C
CURRENT CONTRACT OPPORTUNITIES	http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp
UPCOMING CONTRACT OPPORTUNITIES	http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/futurecontractopportunities.jsp
CALENDAR OF EVENTS	http://www.acgov.org/calendar_app/DisplayListServlet?site=Internet&ag=GSA&ty=PUR
COUNTY OF ALAMEDA HOME PAGE	http://www.acgov.org/index.htm

BIDDER INFORMATION AND ACCEPTANCE

(Submit hardcopy of this completed page along with all hardcopy ECOP supporting documentation.)

The undersigned has read and agrees to the Supplementary Instructions to Bidders – Enhanced Construction Outreach Program, Document 00 22 19 of the Bid packet and declares that the ECOP Forms 101A, 101B, 102A, 102B and 102C (Excel Fillable Forms provided separately) have been completed accurately by the Prime Firm submitting the bid.

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Limited Liability Partnership

☐ Partnership

☐ Limited Liability Corporation

☐ Non-Profit / Church

☐ Other: _____

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20____