

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSALS (RFP) #2021-277**

**Elevator Inspection and Preventative Maintenance
Services**

for

**Santa Ana College, Santiago Canyon College, Digital
Media Center and the District Operations Center**



**Proposals must be received no later than
October 29, 2020 at 4:00 PM**

Submit Response To:

Rancho Santiago Community College District
Facility Planning, District Construction and
Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706-1640

Attention:

Carri M. Matsumoto, Assistant Vice Chancellor

Questions or Clarifications:

All questions must be submitted in writing via
email to: FacilitiesRFP@rsccd.edu

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1.0 RFQ/RFP INSTRUCTIONS

1.1. Purpose

This RFQ/RFP is for the Rancho Santiago Community College District's ("District") selection and retention of an elevator inspection/maintenance services firm to provide routine inspections, scheduled maintenance and "on-call" "as-needed" repair services for all of the District's elevator/lifts and related equipment. Timely submitted RFQ/RFP Responses will be evaluated to ascertain the Respondents' qualifications and proposed pricing for the Elevator Inspection and Maintenance Services 'Elevator Services'.

1.2. Optional Pre-Proposal Conference and Multiple Site Walks

The District will conduct an Optional Pre-Proposal Conference which includes four (4) Site Walks on Thursday, September 17, 2020 **by appointment only** beginning at 9:00 A.M., at the Santiago Canyon College location. Parties interested in attending the Site walks will be required to notify FacilitiesRFP@rsccd.edu with the name of the company(s) and their representative(s) who will attend the job walk, by no later than Tuesday, September 15, 2020 by 2:00 P.M. Due to COVID-19, the District is following CAL/OSHA and the CDC industry standard guidelines and requires all attendees to wear appropriate PPE, including face coverings, and to maintain a minimum six (6) foot distance from any person(s). The start time for the remaining Site Walks will be provided by the District Representative at the conclusion of the first, allowing for travel time. Respondents' and/or their representative(s) must be on time and are responsible for purchasing day parking passes where required.

If attending the Optional Pre-Proposal Conference, this District-wide RFQ/RFP requires the Respondents to be present **at all of the four (4) Site Walk locations**, in the following order:

1. Santiago Canyon College, located at 8045 East Chapman Avenue, Orange, CA 92869 (enter from Chapman Avenue, meet at the flagpole in front of the Admission Building (E).
2. District Operations Center, located at 2323 North Broadway, Santa Ana, CA 92706 at the flagpole in front of the building.
3. Santa Ana College, located at 1530 West 17th Street Santa Ana, CA 92706 (enter from 17th Street, meet at the flagpole in front of Admission Building (S).
4. Digital Media Center, located at 1300 South Bristol Street, Santa Ana, CA 92704 (enter from Bristol Street, meet at the front entrance of the building).

1.3 Americans with Disabilities Acts (ADA)

It is the intention of the District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this Optional Pre-Proposal Conference and Site Walk, you require special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact FacilitiesRFP@rsccd.edu at least three business days prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

1.4. Errors/Discrepancies/Clarifications to RFQ/RFP.

If a Respondent: (i) encounters errors or discrepancies in this RFQ/RFP or portions hereof; or (ii) seeks clarification of any portion of the RFQ/RFP, the Respondent shall immediately notify the District via email: FacilitiesRFP@rsccd.edu. Responses of the District to the notice of any errors or discrepancies herein, or a clarification will be in writing; if in the sole judgement of the District, any clarification response affects the RFQ/RFP or other Respondents, the District will issue the clarification response by a written addendum and posted to the District's website (www.rsccd.edu/bidopportunities, then search for the RFQ/RFP number). All requests for

clarification of this RFQ/RFP must be submitted and actually received no later than 2:00 P.M. Monday, September 28, 2020. After this deadline, the District will not answer, address, and/or review any questions interested Contractors might submit. Responses to all questions received prior to the deadline will be provided to all Contractors.

1.5. District Modifications to RFQ/RFP

The District expressly reserves the right to modify any portion of this RFQ/RFP prior to the latest date/time for submission of RFQ/RFP Responses, including without limitations, the cancellation of this RFQ/RFP. Modifications, if any, made by the District to the RFQ/RFP will be in writing via a written addendum and posted to the District's website. Addendum, if issued to this RFQ/RFP will not be distributed by the District to any Respondent. Respondents are required to periodically review the District's website to access any Addenda to this RFQ/RFP. Failure to acknowledge all addenda issued by the District will result in rejection of a RFQ/RFP Response for non-responsiveness.

1.6. No Oral Clarifications/Modifications to RFQ/RFP.

The District will not provide any oral clarifications or modifications to the RFQ/RFP. No Respondent shall rely on any oral clarification or modification to the RFQ/RFP. The District's posting of any and all addenda will be deemed the District's distribution and it is the sole responsibility of any potential Respondent to check the District's website prior to the due date of the RFQ/RFP.

1.7. Prevailing Wage Rates.

The Elevator Services subject to this RFQ/RFP constitutes "maintenance work" under Labor Code §1771; prevailing wage rates must be paid for labor to complete Elevator Services. Pursuant to California Labor Code §1773, the Director of the Department of Industrial Relations of the State of California has determined the generally prevailing rates of wages in the locality in which the work is to be performed. Copies of these determinations, entitled "PREVAILING WAGE SCALE" are available for review at http://www.dir.ca.gov/dlsr/statistics_research.html. The Respondent awarded the Elevator Services Agreement shall (i) pay workers wage rates not less than the prevailing wage rate established for the classification, trade or work performed by each worker; (ii) maintain complete and accurate payroll records for workers engaged in the Work; and (iii) if requested by the District, provide Certified Payroll records as required by applicable laws. The Contractor and Subcontractors shall not permit any worker to provide more than eight (8) hours of work per day or forty (4) hours per week without additional compensation as mandated by law. The Contractor shall be subject to all penalties and assessments provided by law or regulation for violation(s) of the prevailing wage rate or hours of work requirements. The Contractor awarded shall post a copy of applicable prevailing wage rates for the Work at conspicuous locations at the Site of Work.

1.8. Certified Payroll Records ("CPRs").

The Contractor shall complete CPRs and directly submit completed CPRs to the labor Commissioner every month during the Term of the agreement in such form, format and with such information as required by the Labor Commissioner. During the Work and pursuant to Labor Code §1771.4(a)(4), the DIR shall monitor compliance with the prevailing wage rate requirements and enforce the Contractor's prevailing wage rate obligations.

1.9. Public Records.

Except for materials deemed Trade Secrets (as defined in California Civil code 33426.1) and materials specifically marked "Confidential" or "Proprietary", all materials submitted in response to this RFQ/RFP are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness the

RFQ/RFP Response of a Respondent who indiscriminately notes that its RFQ/RFP Response or portions thereof are “Trade Secret”, “Confidential” or “Proprietary” and exempt from disclosure if disclosure is by law, by an order of the Court, or which occurs through inadvertence, mistake or negligence on the part of the district or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ/RFP Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ/RFP, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District’s sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

1.10. Elevator Services Standards and Department of Industrial Relations (DIR) Requirements

All elevator services shall be provided and completed in accordance with: (i) industry “best practices”; (ii) original elevator manufacturer (“OEM”) requirements and recommendations; (iii) DIR requirements, including DIR Elevator Unit Circular Letters; (iv) laws, ordinances, rules and regulations; and (v) the terms of the Elevator Services Agreement.

1.11. DIR Contractor Registration

This PROJECT is a public works project as defined in Labor Code section 1720. To the extent applicable, the CONSULTANT and all subcontractors performing the work for the PROJECT must comply with the Labor Code sections 1725.5 and 1771.1 and must be properly and currently registered with the California Department of Industrial Relations (“DIR”) and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of this AGREEMENT. Failure to comply with these requirements shall be deemed a material breach of this AGREEMENT and grounds for termination for cause. To the extent applicable, the CONSULTANT and all subcontractors shall furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least on a monthly basis (or more frequently if required by the DISTRICT or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

1.12. DIR Elevator Certification; Contractors’ License.

The District will only consider RFQ/RFP Responses submitted by Respondents who are: (i) a Department of Industrial Relations (“DIR”) Certified Qualified Conveyance Company (“CQCC”); and (ii) currently licensed in good standing by the California Contractors’ State License Board as a C-11 (Elevator) Contractor. The RFQ/RFP Response of a Respondent who is not a CQCC and a C-11 Contractor will be rejected for non-responsiveness.

1.13. Codes and Ordinances.

All work performed by the contractor shall conform to all local building codes and ordinances, and to the applicable portions of the national Electrical Code and to the Safety Code for Elevators and Escalators ASME A17.1.

1.14. Pricing Proposals.

The pricing proposed by each Respondent shall remain firm for one hundred twenty (120) days after the opening of RFQ/RFP Responses. If the District’s Board of Trustees has not awarded the Elevator Inspection, Repair & Maintenance Service Contract (“Elevator contract”) prior to expiration of the one hundred twenty (120) days that pricing proposals are to remain firm for an

additional maximum one hundred twenty (120) day period. In such event, only those Respondents who affirmatively and unequivocally committed in writing to hold firm their respective pricing proposals will be further considered for award of the Elevator contract. The RFQ/RFP Response of Respondents who do not affirmatively and unequivocally commit in writing to hold firm pricing proposals will thereupon be deemed non-responsive and not further considered.

1.15. Best and Final Offers.

The District reserves the right, after the opening of RFQ/RFP Responses to request all or some of the Respondents to submit "Best and Final Offers" ("BAFO"). The RFQ/RFP Response of a Respondent who has been requested by the District to submit a BAFO, but fails or refuses to submit the BAFO in accordance with the District's request will be rejected for non-responsiveness.

1.16. District Negotiations.

The District reserves the right (whether or not the District elects to engage in the BAFO process) negotiations with one or more Respondents regarding pricing, contract terms or other aspects of the requirements of the Elevator Contract.

1.17. Evaluation Criteria.

- A. **RFQ/RFP Response Evaluation.** RFQ/RFP Responses will be evaluated in accordance with the following evaluation criteria and the relative weighting of evaluation criteria.

Criteria	Weight
Compliance with RFQ/RFP Requirements & Responsiveness	5
Proposed Testing, Inspection, Maintenance & Repair Services Pricing	30
Schedule	20
Technical Expertise	15
Personnel	15
Acceptance of Contract Without Modifications	10
Principal Place of Business in Orange County, California	5

Members of the Selection Committee will review and score each RFQ/RFP Response. The RFQ/RFP Response score for each Respondent will be based on the Selection Committee's collective cumulative score.

- B. **Interviews.** Upon completing review and scoring of RFQ/RFP Responses, the District will request that the Respondents submitting the three (3) highest scored RFQ/RFP Responses to participate in an interview with the Selection Committee. Each Respondent participating in the interview will be independently scored by each Selection Committee member.
- C. **Respondent Recommended for Award of Contract.** The Respondent recommended for award of the Contract will be the Respondent with the highest cumulative score for its RFQ/RFP Response and its interview.

1.18. Attachments.

The following Attachments are incorporated into this RFQ/RFP and form a part of this RFQ/RFP:

- A. Elevator Services Agreement
- B. Qualifications
- C. Proposal Forms
- D. Hourly Rates
- E. Site Maps
- F. Photo Exhibits

1.19. Notice of Intent to Award Elevator Services Agreement

At least five (5) days prior to the date of the District's Board of Trustees meeting to consider award of the Elevator Services Agreement, the District will issue a Notice of Intent to Award identifying the Respondent to whom the District intends to award the Elevator Services Agreement and the date/time/place of the District's Board of Trustees meeting at which time an award of the Elevator Services Agreement will be considered.

1.20. Bid Protest

Any Respondent submitting a RFQ/RFP Response to the District may file a protest of the District's intent to award the Elevator Services Agreement provided that each and all of the following are complied with: (i) the bid protest is in writing; (ii) the bid protest is filed and received by the District's Director, Purchasing Services not more than three (3) calendar days following the date of issuance of the District's Notice of Intent to Award the Services Agreement; and (iii) the written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence. If the District does not issue a Notice of Intent to Award the Elevator Services Agreement at least five (5) calendar days prior to the date of the Board of Trustees meeting to consider award of the Contract, the latest date/time for timely submission of bid protests shall be 12:00 P.M. of the second (2nd) business day preceding the date of the Board of Trustees meeting to consider award of the Elevator Services Agreement. In such event, a bid protest submitted thereafter shall be deemed rejected without further action of the District. Any bid protest not conforming with the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the District's Director, Purchasing Services or such individual(s) as may be designated by him/her, shall review and evaluate the basis of the bid protest. The District's Director, Purchasing or other individual designated by him/her shall provide the Respondent submitting the bid protest with a written statement concurring with or denying the bid protest. Action of the District's Director, Purchasing Services is final and not subject to appeal to any other employee or office of the District or the District's Board of Trustees. The rendition of a written statement by the District's Director, Purchasing Services (or his/her designee) addressing disposition of the bid protest is an express condition precedent to the institution of any legal or equitable proceedings relative to the bidding process, the District's intent to award the Elevator Services Agreement, the District's disposition of any bid protest or the District's decision to reject all RFQ/RFP Responses. In the event that any such legal or equitable proceedings are instituted and the District is named as a party thereto, the prevailing party(ies) shall recover from the other party(ies), as costs, all attorneys' fee and costs incurred in connection with any such proceeding, including any appeal arising therefrom.

2.0 RFQ/RFP RESPONSE

2.1. RFQ/RFP Activities; Timeline

The following is a description of the principal activities to be completed under this RFQ/RFP and the date for anticipated completion of each activity. The District has set the following RFQ/RFP Schedule that all Contractors must follow. The District reserves the right to amend the extent, nature of scope of RFQ/RFP activities and/or the time for completing RFQ/RFP activities. An addendum to indicate any modifications to the RFQ/RFP Schedule.

Event / Occurrence	Deadline
District Issues RFQ/RFP	September 9, 2020
Deadline for Respondents' submission of clarification requests/ RFQ/RFP Questions	September 28, 2020 by 2:00pm
Respondents' submission of RFQ/RFP Response	October 29, 2020 by 4:00pm
District review of RFQ/RFP Responses	November 2-4, 2020
Interviews (at the District's discretion)	November 6, 2020
District to finalize recommendation for District Board of Trustees	November 11, 2020
District Board of Trustees action to award Elevator Services Agreement	December 7, 2020

2.2. Submission of RFQ/RFP Response

2.2.1. Latest Date/Time for Submission of RFQ/RFP Response

Please refer to the RFQ/RFP schedule in Section 2.1 for the latest date/time for submissions of RFQ/RFP Responses. RFQ/RFP Responses which are not actually received in the office of the District's Director of Purchasing Services, at or prior to the latest date/time for submission of RFQ/RFP Responses, will be rejected by the District for non-responsiveness.

Due to the COVID-19 pandemic, the District is continuing to primarily work remotely; therefore, the District is making the following accommodations for the submission of the RFQ/RFP responses. Responses may only be submitted to the District by the following methods:

- A. Electronically to FacilitiesRFP@rsccd.edu
- B. US Mail (only) to:
Rancho Santiago Community College District
Facility Planning, District Construction and Support Services
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640
Attn: Carri M. Matsumoto
- C. Hand delivery to the address above will only be allowed on Thursday, October 29, 2020 between the hours of 12:00PM to 4:00PM. There shall be no other deliveries made to the office other than the day and time listed above.

2.2.2 {RESERVED}

2.2.3. RFQ/RFP Response Costs

All costs and expenses incurred by a Respondent to prepare and submit a response to the RFQ/RFP and all other related activities shall be borne solely and exclusively by the Respondent. The Response shall become the property of the District upon the District's receipt of same. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

2.3. Submission of RFQ/RFP Response.

2.3.1. RFQ/RFP Response

All materials submitted in response to this RFQ/RFP shall be on 8 ½" x 11" paper. Each hardcopy must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Paragraph 5.4 below. Each Respondent shall submit **one (1)** bound hard copy and **one (1)** electronic copy, in PDF format with bookmarks, of the RFQ/RFP. The District will evaluate the RFQ/RFP Response based on the responsiveness to District's requirements listed.

2.3.2. Additional Materials

Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in Paragraph 5.4 below. If a Respondent elects to submit materials with its RFQ/RFP Response which are in addition to the matters described in Paragraph 4.4 below, the Respondent shall separately bind all such additional materials separately from the RFQ/RFP Response addressing the matters set forth in Paragraph 4.4 below.

2.4. RFQ/RFP Response Format/Contents.

Each RFQ/RFP Response must conform to the following described format and must include the content described below. Failure of a Respondent to submit its RFQ/RFP Response in a format and with content conforming to the following requirements will be a basis for the District's rejection of such RFQ/RFP Response for non-responsiveness.

2.4.1. Cover Sheet

Identify the submittal as the Response to this RFQ/RFP and an identification of the firm submitting the RFQ/RFP Response along with the firm's address, telephone/fax numbers and email addresses of the firm's principal contacts for this RFQ/RFP.

2.4.2 Letter of Interest

Include a brief letter expressing the interest of the Respondent in providing the Inspection and Maintenance services contemplated by this RFQ/RFP and the Elevator Contract along with a brief statement of the qualifications of the Respondent to provide the Inspection and Maintenance services described in the attached Elevator Contract. Provide contact information, including the telephone number, fax number and email address from the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ/RFP. The letter of interest should be bound with other materials responding to the RFQ/RFP.

2.4.3. Table of Contents

Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below.

2.4.4. Tab 1: Statement of Qualifications

Complete the Statement of Qualifications incorporated into this RFQ/RFP as Attachment B.

2.4.5. Tab 2: Insurance Certificates

Provide copies of Certificates of Insurance and endorsements for the Respondent confirming the minimum coverage limits for each policy of insurance as set forth below.

Required Insurance Policy Certificate	Minimum Coverage Amount
Workers Compensation	In accordance with law
Employee Liability	One Million Dollars (\$1,000,000)
Comprehensive General Liability (including property damage)	Two Million Dollars (\$2,000,000) per occurrence/ Four Million Dollars (\$4,000,000) in aggregate
Automobile Liability	Two Million Dollars (\$2,000,000) combined single limit

2.4.6. Tab 3: Elevator Services Agreement Comments

Included with this RFQ/RFP is the Elevator Services Agreement. Respondents must thoroughly review the Elevator Services Agreement included herewith and must in their respective RFQ/RFP responses identify any term or condition of the Elevator Services Agreement which the Respondent requests modification, by amendment to existing provisions, addition of additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the response to this RFQ/RFP must set forth the text of the requested amendment or addition. Any Respondent whose RFQ/RFP Response does not identify modifications to terms or conditions of the attached Elevator Services Agreement will be deemed to have agreed to all terms and conditions set forth therein; if awarded the Elevator Services Agreement, such Respondent must execute the Elevator Services Agreement in the form and content attached hereto subject only to elements of such Respondent's RFQ/RFP Response accepted by the District.

2.4.7. Tab 4: Proposal

Attachment C is a form of Proposal that must be completed by each Respondent and incorporated into Tab 4 of each Respondent's RFQ/RFP Response. The Proposal identifies each elevator/lift from the Schedule of Elevators. Respondents must propose a fixed price for completing each of the regularly scheduled inspection and maintenance requirements for each elevator/lift which is inclusive of all labor, materials, equipment and services necessary to complete each scheduled inspection/maintenance service. For repair services, Respondents must propose labor charges and proposed basis for pricing for materials or equipment necessary to complete repair services.

2.5. Award of Elevator Services Agreement

The District's Board of Trustees will have the exclusive authority to take action for the award of the Elevator Services Agreement. The District reserves the right to waive minor irregularities in RFQ/RFP Responses. **The District may, in the sole discretion of the District, award multiple Elevator Service Agreements to different Respondents for specifically designated elevators/lifts subject to this RFQ/RFP.**

3.0 THE DISTRICT AND ELEVATOR EQUIPMENT

3.1. The District and the District's Campuses

The District serves the following Colleges and Centers:

- 3.1.1. Santa Ana College (SAC) - Elevator Service Required
- 3.1.2. Santiago Canyon College (SCC) – Elevator Service Required
- 3.1.3. Digital Media Center (DMC) – Elevator Service Required
- 3.1.4. District Operations Center (DOC) – Elevator Service Required

The maintenance approach for the District's elevator equipment should cover the following:

- Protect the interests of the District by way of safety measures
- List of different types of machinery to be inspected
- Monthly inspection and maintenance plan
- Quarterly inspection and maintenance plan
- Semi-annual inspection and maintenance plan
- Annual inspection and maintenance plan

3.2. Elevators

The Elevators subject to this RFQ/RFP are identified below:

Schedule of Elevators						
Santa Ana College (SAC) 1530 W. 17th Street Santa Ana, CA 92706						
Line	Building/ Location	Manufacturer	Type	Install Date	Capacity (in lbs.)	State #
1	SAC: A	Dover, passenger (2 story)	Hydraulic	1996	3500	107483
2	SAC: B Middle College	Maxton, passenger (2 story)	Hydraulic	2000	2500	123385
3	SAC: C	Coast, passenger (2 story)	Hydraulic	1971	2500	54548
4	SAC: D-1 North Exterior	MRL (Machine-Room-Less) Thyssenkrupp, passenger (4 story)	Hydraulic	2015	3500	169326
5	SAC: D-2 South Exterior	MRL Thyssenkrupp, passenger (4 story)	Hydraulic	2015	3500	169327
6	SAC: H	O&W, passenger (2 story)	Hydraulic	1955	No Markings	30537
7	SAC: I	Thyssenkrupp, passenger (2 story)	Hydraulic	2009	3500	152092
8	SAC: L-1 South Interior	Coast, passenger (2 story)	Hydraulic	1971 Modernized in 2009	2500	53159
9	SAC: L-2 West Exterior	Dover, passenger (2 story)	Hydraulic	1993 Modernized in 2009	2100	105866
10	SAC L-3 Dumbwaiter	D.A. Mator, L-106 (2 story)	NA	NA	150	NA
11	SAC: O	Otis Freight (2 story)	Hydraulic	2018	5000	177203
12	SAC: R	Dover, passenger (3 story)	Hydraulic	1967 Modernized ?	4000	44526
13	SAC: S	Coast, passenger (2 story)	Hydraulic	1971	2000	53816
14	SAC: T	Oliver & Williams, passenger (2 story)	Hydraulic	1970	4000	49409
15	SAC: V	Modular, passenger (2 story)	Hydraulic	2010	3000	157592
16	SAC: SC-1	Mitsubishi, passenger (3 story)	Hydraulic	Estimated Completion 2020	4000	184507
17	SAC: SC-2	Mitsubishi, passenger (3 story)	Hydraulic	Estimated Completion 2020	4000	184508
18	SAC: JC-1	MRL (Machine-Room-Less), Otis, passenger (2 story)	Gen2 Traction	Estimated Completion 2021	3500	TBD
19	SAC: JC-2	MRL (Machine-Room-Less), Otis, passenger (2 story)	Gen2 Traction	Estimated Completion 2021	4000	TBD

20	SAC: HS-1	TBD	TBD	Estimated Completion 2022	TBD	TBD
21	SAC: HS-2	TBD	TBD	Estimated Completion 2022	TBD	TBD
Santiago Canyon College (SCC) 8045 E. Chapman Avenue Orange, CA 92869						
Line	Building/ Location	Manufacturer/Type	Type	Install Date	Capacity (in lbs.)	State #
22	SCC: A	Otis, passenger (2 story)	Hydraulic	1985	2500	81003
23	SCC: B	Otis, passenger (2 story)	Hydraulic	1985	2500	81331
24	SCC: D	Otis, passenger (2 story)	Hydraulic	1985	2500	101748
25	SCC: E-1	MRL (Machine-Room-Less) Kone (3 story)	Hydraulic		3500	134010
26	SCC: E-2	MRL Kone (3 story)	Hydraulic		3500	134110
27	SCC: G	Mitsubishi, passenger (2 story)	Hydraulic	2012	2500	163068
28	SCC: H-1	Mitsubishi, passenger (3 story)	Hydraulic	2013	3500	163255
29	SCC: H-2	Mitsubishi, passenger (3 story)	Hydraulic	2013	3500	163341
30	SCC: SC-1	Mitsubishi, passenger (2 story)	MCE (Motion Control Engineering) Hydraulic	2010	3500	153438
31	SCC: SC-2	Mitsubishi, passenger (2 story)	MCE Hydraulic	2010	3500	153439
Digital Media Center (DMC) 1300 south Bristol Street Santa Ana, CA 92704						
Line	Building/ Location	Manufacturer	Type	Install Date	Capacity (in lbs.)	State #
32	DMC-1 Lobby	Thyssenkrupp, passenger (2 story)	Hydraulic	2006	2500	143720
33	DMC-2 Lobby	Porchlift, wheelchair (2 story)	Hydraulic	2006	750	143758
District Operations Center (DOC) 2323 North Broadway Santa Ana, CA 92706						
Line	Building/ Location	Manufacturer	Type	Install Date	Capacity (in lbs.)	State #
34	DOC-1 Lobby	Oliver & Williams, passenger, (4 story)	Hydraulic	1969	2500	49336
35	DOC-2 Lobby	Oliver & Williams, passenger, (4 story)	Hydraulic	1969	2500	49337

4.0 SCOPE OF WORK

The Elevator Services subject to this RFQ/RFP are on a District-wide basis, for all traction and hydraulic elevators and lifts (collectively "Elevators") in all the District's facilities listed in the Schedule of Elevators. The scope of work to include Original Equipment Manufacturer (OEM)

Requirements and if in conflict with the scope of work included below, then the most stringent recommendation or requirement will apply.

4.1. Elevator Inspections

Inspect Elevators for verification of proper operating condition, documentation of operating conditions, operating condition report for each Elevator and elevator components, including preventative maintenance and repair recommendations. Inspection of Elevator components include the following: control units, rails and guides, hydraulic systems, car equipment, signs and accessories, electrical, hoist ropes, hoistway and pit equipment, pumps and valves. Inspection of each Elevator will be completed at the following intervals: monthly, quarterly, semi-annually and annually.

4.1.1 Monthly Inspections

The Contractor shall inspect the elevators monthly to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for monthly inspections, if any. In addition to OEM monthly inspection recommendations, the following inspections shall be completed if not included in the OEM monthly inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for monthly inspections, the Contractor shall complete the following on a monthly basis, as applicable to an elevator:

- Perform general inspection of machinery, sheaves, worm and gear motor, brake, and selector. Lubricate as required.
- Check reservoir oil level, re-fill as necessary.
- Observe brake operation and adjust or repair if required.
- Inspect machinery, contacts, linkage and gearing.
- Inspect brushes and commutator.
- Inspect controllers, selectors, relays, connectors, contacts, etc.
- Ride car and observe operation of doors, leveling, reopening devices, push buttons, lights, etc.
- Check governor and tape tension sheave lubrication.
- Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, and other devices.
- Check door operation, clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Check selector.
- Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station.
- Visually inspect controller, contacts and relays.
- Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys. Check load weighing device and dispatching time settings. Check oil level in car and counterweight oil buffers.
- Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and mica level.
- Check: (i) car ventilation system; (ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.

4.1.2 Quarterly Inspections

The Contractor shall inspect the elevators quarterly (every three (3) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for quarterly inspections, if any. In addition to OEM quarterly

inspection recommendations, the following inspections shall be completed if not included in the OEM quarterly inspection recommendations for an elevator. For elevators not subject to OEM recommendations for quarterly inspections, the Contractor shall complete the following on a quarterly basis, as applicable to an elevator:

- Check leveling operation. Check hoist way doors, clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibes and interlocks.
- Inspect all fastenings and ropes for wear and lubrication. Inspect all ropes, hitches, and shackles.
- Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and any bearing wear.
- In the car, test alarm bell system. Inspect retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening. Test emergency switch (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustment of car and counterweight gibbs, shoes or roller guised.
- In the pit, inspect governor and tape tension sheave fastenings.
- Check clearance between safety jaws and guide rails. Visually inspect all safety parts.

4.1.3 Semi-Annual Inspection

The Contractor shall inspect the elevators semi-annually (every six (6) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for semi-annual inspections, if any. In addition to OEM quarterly inspection recommendations, the following inspections shall be completed if not included in the OEM semi-annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for quarterly inspections, the Contractor shall complete the following on a semi-annual basis, as applicable to an elevator:

- Check controllers, alignment of switches, relays, timers, contacts, hinge pins, etc. adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads.
- In hoistway, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check car shoes, gibbs or roller guides.
- Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- Examine all hoist ropes for wear, lubrication, length and tension.
- On tape drives, check hitches and broken tape switch.
- Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
- Check fastenings and operation of door checks, and interlocks.
- Check governor and tape tension sheave fastenings.

4.1.4 Annual Inspections

The Contractor shall inspect the elevators annually (every twelve (12) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for annual inspections, if any. In addition to OEM annual inspection recommendations, the following inspections shall be completed if not included in the OEM annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for annual inspections, the Contractor shall complete the following on an annual basis, as applicable to an elevator:

- Inspect hoist motor armatures and rotor clearances.

- Drain, flush and refill oil reservoirs of each hoisting motor.
- Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- Check group supervisory and triplex control systems. The systems dispatching, scheduling and emergency features shall be tested and adjusted in accordance with OEM recommendations.
- The Contractor shall ensure that the elevator and equipment is maintained in a safe and operative condition in compliance with the requirements of the latest edition of the American National Standards Institute (ANSI) Safety Code for Elevators and Escalators, A17.1, and all other applicable laws, regulations, rules, ordinances, codes, etc.

4.1.5 Elevator Inspections Schedule

Annually during the Term of this Agreement, the Contractor shall meet and confer ("Schedule Conference") with the District Representative to develop a schedule for the Contractor's completion of the Monthly, Quarterly, Semi-Annual, and Annual Elevator Inspections for each elevator at respective sites noted herein ("Inspection Schedule") for the ensuing twelve months ("Service Year"). The first Schedule Conference and the Inspection Schedule for the first Service Year shall be completed within thirty (30) days of the date of this Agreement. If the District and Contractor are unable to reach mutual agreement for the Inspection Schedule for any Service Year, the Contractor shall complete Elevator Inspections in accordance with the Inspection Schedule established by the District's Representatives.

4.1.6 Elevator Inspection Reports

Within three (3) business days of the completion of each elevator inspection, the Contractor shall submit written Inspection Reports to the following District Representatives:

Site	Title	Name	Email
Santa Ana College	Facilities Director	Mario Gaspar	Gaspar_Mario@sac.edu
Santiago Canyon College	Facilities Director	Chuck Wales	Wales_Chuck@sccccollege.edu
Digital Media Center	Executive Director	Ruth Cossio-Muniz	Cossio_Muniz_Ruth@rscdd.edu
District Operations Center	Supervisor	Alex Oviedo	Oviedo_Alex@rscdd.edu

Payment for elevator inspections will not be made by the District until after the District's receipt of the applicable Inspection Report.

4.2. Elevator Maintenance

Provide all labor, materials, parts, equipment and services to maintain all Elevators. Maintenance parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment.

Complete all scheduled maintenance requirements at intervals as established by the OM and in accordance with OEM specifications and recommendations.

Preventative maintenance as authorized by the District Representative:

4.2.1. Monthly Maintenance

As required or noted by the Contractor's Monthly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- Empty drip pans, discard oil, and replenish reservoir oil level.
- Adjust or repair brakes if required.
- Lubricate machinery, contacts, linkage and gearing.
- Clean brushes and commutator, perform needed repairs.
- Clean controllers, selectors, relays, connectors, contacts, etc.
- Replace all burned out lamps in elevator car, machine room, pit, hall lanterns, etc.
- Remove litter, dust, oil, etc., from all machine room equipment.
- Clean trash from pit and empty drip pans.
- Clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contracts, relays, tape drive and broken tape switch.
- Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- Repairs to telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station indication lights.
- Replace contacts as required.
- Add oil as required in car and counterweight oil buffers.
- Clean, turn or refinish commutator to provide proper commutation. Replace or adjust brushes as required. Adjust: (i) car ventilation system; (ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.
- Monitor emergency telephone in each of the elevators, 24 hours per day; 7 days per week. Notify the following contacts per site in the event of any elevator malfunction or emergency:

Site	Title	Name	Phone Number
Santa Ana College, Digital Media Center, & District Operations Center	Campus Security	Dispatch	714-564-6330
Santiago Canyon College	Campus Security	Dispatch	714-628-4730

- In regards to elevator maintenance and operations, notify the following contacts per site:

Site	Title	Name	Phone Number
Santa Ana College	Facilities Director	Mario Gaspar	714-564-6307
Santiago Canyon College	Facilities Director	Chuck Wales	714-628-4721
Digital Media Center	Executive Director	Ruth Cossio-Muniz	714-241-5810

District Operations
Center

Supervisor

Alex Oviedo

714-480-7517

4.2.2. Quarterly Maintenance

As required or noted by the Contractor's Quarterly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- Clean and adjust leveling switches, hoistway vanes, magnets, selector tapes and inductors. Repair and/or adjust for proper leveling.
- Clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibs and interlocks.
- Clean, adjust and lubricate car door or gate tracks, pivots, hangers.
- Clean both governor and hoist ropes and lubricate hoist ropes if needed. Equalize rope tension.
- Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and nay bearing wear.
- Clean light fixtures. Inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening.
- Lubricate and adjust, if necessary: car and counterweight gibs, shoes or roller guised. Lubricate compensating sheave and inspect hitches in pit. Empty and clean oil drip pans in pit. Clean all parts of safeties and lubricate moving parts to assure their proper operation.
- Adjust clearance between safety jaws and guide rail controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms car and counterweight guide shoes including rollers and gibs and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings.
- Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers, and cylinders and hydraulic fluid tanks.

4.2.3. Semi-Annual Maintenance

As required or noted by the Contractor's Semi-Annual Elevator Inspections, the Contractor shall complete the following maintenance activities semi-annually for each Elevator.

- Clean controllers with blower, check alignment of switches, relays, timers, contacts hinge pins, etc. adjusts and lubricate. Clean and inspect fuses and holders and all controller connections.

- Adjust and replace car shoes, gibs, or roller guides, as required.
- Clean all overhead sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls.
- Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- Replace, lubricate and adjust hoist ropes as required to meet code requirements.
- Check fastenings and operation of door checks, and interlocks. Clean and lubricate pivot points on fastening, door checks and interlocks as required.

4.2.4. Monthly Maintenance

As required or noted by the Contractor's Annual Elevator Inspections, the Contractor shall complete the following maintenance activities annually for each elevator.

- Thoroughly clean car and counterweight guide rails using nonflammable or high flash point solvent to remove unit lint dust and excess lubricant.
- Remove, clean and lubricate brake cores on brakes, clean linings, if necessary and inspect for wear. Correct excess wear and adjust.
- Inspect hoist motor armatures and rotor clearances.
- Drain, flush and refill hoisting motor oil reservoirs.
- Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- Check group supervisory and triplex control systems. Adjust the systems dispatching, scheduling and emergency service features in accordance with OEM recommendations.

4.2.5. OEM Scheduled Maintenance

The Contractor shall complete all OEM recommended Scheduled Maintenance activities for each elevator that is different from or in addition to the Monthly, Quarterly, Semi-Annual and Annual Maintenance activities set forth above. OEM recommended Scheduled Maintenance activities shall be completed by the Contractor at the OEM's recommended intervals. This includes but is not limited to the following.

- To comply with the Elevator Safety Orders §3071(j), the Contractor is to perform the **Five (5) Year Elevator Load Test** on each elevator as it becomes mandatory and complete the required report.
- Concurrently, as it relates to the Load Test, the Contractor will test the integrity of the hydraulic system, including the cylinder, oil line, and valve and tank unit.
- If any repairs, adjustments or replacements are required for code compliance, as it relates to the Load Test, they are to be addressed under Elevator Repair Services.

4.3. Elevator Repair Services

Provide all labor, materials, parts, equipment and services to repair all Elevators. Repair parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment. General Requirements relating to the Contractor's completion of Repair Services are set forth below and authorized in advance by the District Representative.

4.3.1. General Repairs

From time-to-time, as requested by the District Representative, the Contractor shall complete repairs and other maintenance activities SO THE Elevators are in a continually safe and operating condition ("Repair Requests"). Repair Requests will generally note the repair or maintenance required and whether the Repair Request is a General Repair Request, an Urgent Repair Request or and Emergency Repair Request. The Contractor

shall dispatch personnel with the necessary skills and experience to complete a Repair Request along with the necessary parts, equipment, tools and other items necessary to complete as follows:

General Repairs	Response time within 24 hours, 7:00 AM - 4:00 PM, Mondays - Fridays, except for holidays.
Urgent Repairs	Response time within 4 hours, 7:00 AM – 8:00 PM, Mondays - Fridays, except holidays; Repair Request submitted to Contractor prior to 5:00 PM Mondays – Fridays require Contractor response time no later than 12:00 PM the following working day.
Emergency Repairs	Response time within 2 hours, 24 hours per day, 7 days per week, holidays included.
Immediate Repairs	These can be made within a \$500.00 limit and upon approval from the District Representative.

4.3.2. Repair Personnel Check-In

The Contractor's personnel providing Repair Services **MUST** check in and out with the Campus Representative or in the case of the District Office, the Facilities Department, prior to performing any Repair Services. **It is required by the Campus Representative and the District that the Contractor's Repair Services personnel are responsible to document their arrival and departure time.**

A service ticket provided by the Contractor shall be completed by the Contractors' maintenance and/or repair personnel and given to the Facility's Site/Maintenance Manager or designee prior to departure from the Facility. In addition, a duplicate copy is to be submitted electronically (within 48 hours) of the completed work assignment.

- All maintenance and/or repair work performed, parts, utilized and time expended shall be documented, legibly, and understandably.
- All documentation must be signed by the Facility's Site/Maintenance Manager or designee prior to departure from the Facility.
- The Contractor is to submit a duplicate electronic copy of all monthly service tickets and/or repair work performed, parts utilized, time expended, and items in need of correction to the Facility's Site/Maintenance Manager at each site.

This will help to capture, archive, and file all work performed on each elevator. You might also consider using ONUMA to generate the work orders.

4.3.3. Repair Logs

The Contractor shall maintain a Repair Log for each elevator for noting Repair Services performed for each elevator, including without limitation, service dates, service personnel, detailed description of nature and scope of Repair Services and parts replaced with each Repair Service. The form and required content of the Contractor's Repair Log are subject to District review and acceptance; the Contractor shall modify the form of the Repair Log as necessary for the District to accept the entirety thereof. At the conclusion of each Repair Service, the Contractor's Repair Service personnel shall complete the Repair Log for the Repair Service completed. The Contractor shall provide the District Representative with hard copy written Repair Logs or electronic/digital files of Repair Logs for each Repair Service within three (3) business days of the completion of

a Repair Service. No payment will be made by the District for any Repair Service unless the Contractor completes and delivers Repair Logs for such Repair Service pursuant to the foregoing.

4.3.4. Replacement Parts

If any Repair Service includes the replacement of any parts, components or other separable assemblies of an elevator, the removed and replaced part shall be made available to the District Representative for inspection. The Contractor shall dispose of any removed or replaced parts as directed or authorized by the District. Disposal of removed or replaced parts are included with the Repair Service charge; no additional payment is due the Contractor for disposal of removed or replaced parts.

4.3.5. Spare Parts

As stated previously, all parts and equipment must be Original Equipment Manufacturer. All materials and parts used must be genuine parts as manufactured, distributed, or approved by the manufacturer of the elevator being serviced. Critical parts that will result in all elevators in a building to be out of service must be stocked or shall be available on-site within eight (8) hours after the contractor is notified of the failure. If the vendor is unable to obtain any critical part due to delays from a 3rd party supplier, the District Representative or Campus Representative must be notified in writing within 24 hours.

4.4. DIR Inspection Repairs

The Elevators are subject to annual inspection by the Department of Industrial Relations Elevator Unit ("DIR Inspection") for safe operation of the Elevators and compliance with other requirements established by law. The Contractor shall complete the following in connection with DIR inspection of each Elevator.

4.4.1. District Support

The contractor shall complete the following in connection with the annual DIR Inspection of each Elevator.

- If requested by a District Representative, the Contractor shall have its personnel present during DIR inspection of elevators.
- The Contractor shall assist the District in responding to any inquiries arising in from a DIR Inspection relating to maintenance, repair or operation of the elevators.
- The Contractor shall furnish all reports of Repair Service activities required by a DIR inspection.
- The Contractor shall assist the District in communications with the DIR relating the nature or scope of any repairs to maintain the DIR Elevator Permit in good standing.

4.4.2. Contractor Completion of DIR Inspection Repairs.

The Contractor shall promptly complete repairs or other maintenance service required by a DIR Inspection so that the DIR Elevator Permit remain unimpaired and Elevator operations are unimpeded.

4.5. Waste Materials Handling and Disposal

The Contractor is solely responsible for disposal of waste materials, including without limitation, lubricants, absorbents, and cleaning products. Use of materials, equipment for completing

elevator services shall be in compliance with manufacturer recommendations and applicable laws. All waste materials must be removed upon completion of each elevator service.

4.6. Work Area/Safety

The Contractor is solely responsible for implementing safety measures when completing elevator services, including without limitation, warning signs and barricades. The Contractor shall keep work areas in a neat and clean condition.

4.7. Conduct

Contractor personnel performing elevator services at any of the sites shall comply with all District Board Policies. Personnel violating Board Policies are subject to removal and prohibition from providing further elevator services at the campuses or the District Operations Center.

4.8. Machine Components

Machine Components to include:

- Motor - including gears bearings, brakes, and related parts, brushes windings, commutators, rotating equipment, contacts, coils, and resistors, and solid state controls for motor circuits, v-belts, sheaves, and wiring.
- Pump - including sheaves, screens, filters, hoses, and connection fittings.
Cleaning: monthly services shall specifically include cleaning the pump, motor components and maintaining a clean environment in the elevator mechanical, pump rooms and elevator hoistway.
 - Valves, all valves including relief valve, leveling valves, check valve, strainers, springs, and gaskets.
 - Jack Unit, including plunger, guide bearings, packing, and packing gland.
 - Governor, including sheave, bearings, shafts, contacts, and governor jaws.
- Elevator Car - including power door operator, emergency phone operation, door protective devices, car door operator, hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and sub-flooring; riding the elevator each visit, checking floor levels, door operation, and checking all signal fixture lamps (replace when needed).
- Accessory Equipment - including all accessory elevator equipment installed prior to commencement of this agreement.
- Hoistway - including deflector sheave, secondary sheaves, buffers, governor tension assemblies, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables hoistway, and machine room wiring, hoistway door interlocks, hoistway door hangers, and gibbs, and auxiliary closer.

4.9. Repair Exclusions

The contractor shall not be held liable to make repairs or replacements when damage is caused by accidents, vandalism or misuse of equipment. Contractor may be requested to submit a proposal for such repairs, that when accepted by the District's Contracting Officer, will result in a modification to the original contract.

4.10. Elevator Equipment Exclusions.

The following Elevator equipment is not included in the Elevator Services Agreement:

- Components of the car enclosure including removable panels, door panels, sills, car gates, plenum chambers, hung ceilings, light diffusers, light fixtures, tubes and bulbs, handrails, mirrors, car flooring, and floor covering.
- Elevator hoistway door panels, frames, and sills.
- Cover plates for signal fixtures and operating stations.
- Intercommunication systems used in conjunction with the equipment.
- Main line power switches, breakers, and feeders to controller.
- Emergency car light and all batteries, including those for emergency lowering.
- Smoke and fire sensors and related control equipment not specifically a part of the elevator controls.
- Jack unit cylinder buried piping and buried conduit.

4.11. Scheduling.

- No unscheduled work may be performed without prior authorization by the District Representative.
- In the case of buildings with multiple Elevators, one (1) elevator must remain operational at all times during normal business hours.

5.0 CONTRACT REQUIREMENTS

5.1. Elevator Services Agreement.

Incorporated as Attachment A to the RFQ/RFP is a form of the Elevator Services Agreement which the District anticipates executing with the successful Respondent selected through this RFQ/RFP. All Respondents must thoroughly review the proposed Elevator Services Agreement, which includes all referenced Attachments and Exhibits and indicate in Tab 4 of the RFQ/RFP. A Respondent who indicates acceptance of the terms of the Contract or who's RFQ/RFP Response does not request modifications to the Contract will be required to execute the Contract without modifications, except as agreed to by the District.

5.2 Insurance Requirements.

The awarded Respondent will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. The following minimum insurance is required in order for your firm to qualify for participation in these projects:

1. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

- Owned, non-owned and hired vehicles;
- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;

2. {RESERVED}

3. Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

Prior to commencing work, the selected firm must provide the District with certificates of insurance that includes the following: the Rancho Santiago Community College District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s).

5.3. Disabled Veteran Business Enterprise Participation Goals

The Rancho Santiago Community College District supports a participation goal of at least 3 percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form (copy included with these RFQ/RFP documents) certifying that they will provide the District with information regarding the use of any DVBE contractors or consultants on the project.

Information about DVBE resources can be found on the Executive Branch's website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940. The DVBE documentation will be required if the Consultant is chosen to provide services as a result of an RFQ/RFP process.

5.4. Local Hire and Local Business Questionnaire.

Respondents shall certify by completing **Attachment C-8 Local Hire and Local Business Information**. The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for various capital construction projects.

ATTACHMENT A: ELEVATOR INSPECTION & PREVENTATIVE MAINTENANCE SERVICE AGREEMENT

This Contract is entered into this ____ day of _____, 2020 by and between Rancho Santiago Community College District ("District") and _____ ("Respondent" and/or "Contractor") who are collectively referred to herein as "the Parties." This Contract is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

RECITALS

WHEREAS, the District operates community colleges at multiple campuses, including Santa Ana College ("SAC"), Santiago Canyon College ("SCC"), Digital Media Center ("DMC"), and the District Operations Center ("DOC"); the foregoing are referred to herein collectively as the "Sites" and individually as a "Site"

WHEREAS, the services will be conducted throughout all buildings situated at the Sites.

WHEREAS, the District issued a Request for Qualifications and Proposals ("the RFQ/RFP") pursuant to which the District requested proposals to provide scheduled testing, inspection, monitoring, maintenance, and repair services at the Sites; Elevator Inspection & Preventative Maintenance Services are collectively referred to herein as "Services".

WHEREAS, the Contractor submitted a written response to the RFQ/RFP ("the RFQ/RFP Response"); by this reference, the RFQ/RFP Response is incorporated herein.

WHEREAS, the Contractor is a DIR Certified Qualified Conveyance Co. (CQCC) and is duly licensed as a Contractor in the C-11 Elevator Contractors classification by the Contractors State License Board.

WHEREAS, the Contractor and its personnel are experienced, skilled, authorized, and certified (as Competent Conveyance Mechanics (CCCM) or Temporary Certified Competent Conveyance Mechanics (TCCCM) to complete and provide the Services subject to this Contract.

WHEREAS, the terms and conditions for the Contractor's completion of Services are set forth in this Contract.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is acknowledged by the Parties, the Parties agree as follows:

1. Elevator – Scope of Services & Responsibilities.

- 1.1. Contractor's Employees.** All Services shall be completed by employees of the Contractor who are experienced, skilled, authorized, and certified (CCCM or TCCCM) to complete the Services assigned to such personnel. The Contractor shall maintain an adequate staff of professional personnel with competency, expertise and qualifications to complete Services. The Contractor shall provide substantiation of its employees' experience, skills, authorization or certification upon request of the District. Prior to starting work at District locations, a resume, including experience, copies of current license(s) and other related information shall be submitted on each employee for review by the District. If the District objects to any of the Contractor's personnel assigned to complete Services, upon request of the District, the Contractor shall replace such

personnel without cost or expense to the District. While on District property, Contractor's employees shall comply with all applicable rules, regulations and/or policies relating to use/access to District property and personal conduct. Contractor's personnel violating applicable policies, regulations or laws are subject to penalties imposed by the policy, regulation or law violated. A current valid California State Driver's License for all Contractor's employees operating a vehicle at any Site is required. Third party contracting shall not be allowed.

1.2. Supplies, Materials, and Maintenance Services. Unless otherwise specified, the District is responsible for procuring and payment for maintenance of the Elevator Equipment and materials, supplies and other similar items necessary for its operation. The Contractor is responsible for materials and supplies to complete Contractor obligations under this Contract.

1.3. Employment of Labor.

1.3.1. Prevailing Wage Rates. If any portion of the Elevator Equipment Testing, Inspection, and Maintenance Services are deemed by the Department of Industrial Relations, Division of Labor Standards Enforcement ("DLSE") to be in the nature of "public works" requiring the payment of applicable prevailing wage rates, the Contractor is solely responsible for compliance with the obligation to make payment of at least the applicable prevailing wage rate and all other administrative requirements associated with prevailing wage rate payments, including without limitation: (i) compliance with DIR contractor registration requirements; and (ii) completion/filing of Certified Payroll Records. Compensation due the Contractor under this Contract is not subject to adjustment if the Contractor is required to comply with prevailing wage rate requirements for any personnel providing Elevator Equipment Testing, Inspection, and Maintenance Services. Enforcement of the Contractor's prevailing wage rate obligations will be by DLSE.

1.3.2. Contractor Personnel Compensation. The Contractor is solely responsible for timely and full payment of: (i) compensation and other employment benefits due Contractor personnel and (ii) taxes and other similar payroll burdens.

1.3.3. Uniforms; Identification Badges. All Contractor personnel shall wear Contractor furnished uniforms while at the District locations. The uniforms shall have patches on them that identify person's name and the Contractor's company name and logo. Contractor personnel may also be required to wear identification badges issued by the Contractor or the District.

1.3.4. Contractor Personnel Training and Education. The Contractor shall ensure that personnel have the skills to adapt to changing technology and to efficiently complete Elevator Systems Testing, Inspection, and Maintenance Services by access to and completion of relevant training and education services. Upon request of the District, the Contractor shall furnish reasonably satisfactory written evidence confirming that the Contractor's personnel are so skilled and have access to continuing training/education resources which are utilized to develop new/additional skills or to augment/refine existing skills. The District is not responsible for training Contractor personnel. Costs, fees, expenses and charges for training and education of Contractor personnel providing Elevator

Equipment Testing, Inspection, and Maintenance Services shall be borne by the Contractor without adjustment of the compensation due the Contractor under this Contract. Contractor personnel providing Elevator Equipment Testing, Inspection, and Maintenance Services shall be certified, accredited and otherwise authorized by the specific Elevator Equipment manufacturer in accordance with certification, accreditation or authorization requirements of the specific Equipment manufacturer.

- 1.3.5. Contractor Personnel Criminal History Clearance.** Contractor personnel are permitted access to District campuses only if there is prior Department of Justice fingerprint verification that such personnel: (i) is not subject to a pending criminal proceeding for a felony described in Education Code §45122.1; and (ii) has not been convicted of a violent or serious felony as described in Education Code §45122.1. The Contractor shall provide the District Representative with written evidence of the Department of Justice fingerprint check of Contractor's personnel and verification that such personnel: (i) are not subject to a pending criminal proceeding for a felony described in Education Code §45122.1; and (ii) have not been convicted of a violent or serious felony as described in Education Code §45122. Costs, fees, expenses or other charges relating to Department of Justice fingerprint checks of Contractor employees pursuant to the foregoing shall be borne solely and exclusively by the Contractor.

1.4. Safety and Environmental.

- 1.4.1. Contractor Personnel.** The Contractor shall provide all personnel performing Services with required safety training and safety equipment. Services shall only be completed by personnel who are properly trained, skilled, certified and authorized to complete the Services assigned to such personnel.
- 1.4.2. Waste Materials Handling and Disposal.** The Contractor is solely responsible for disposal of waste materials, including without limitation, lubricants, absorbents, and cleaning products in accordance with District requirements in compliance with manufacturer recommendations and applicable law. All waste materials must be removed in accordance with District requirements.
- 1.4.3. Work Area Safety.** The Contractor is solely responsible for implementing safety measures when completing Services at the Sites, including without limitation, warning signs and barricades. The Contractor shall keep work areas in a neat and clean condition.
- 1.4.4. Accident and Hazard Reporting.** The Contractor shall report any accidents or hazardous conditions to the or District Representative within one hour and shall submit an accident report or hazardous condition report on forms approved by the District. The Contractor shall report to the District Representative trouble call emergencies or items in need of prompt attention within one hour. Once an emergency has been stabilized, the Contractor shall not commence any corrective work until the Safety, Health, and Environmental Risk Manager and the District Representative have finished their investigations. The Contractor shall report any conflict between requested

work and safety requirements to the District Representative for resolution before performing the work.

1.4.5. Buildings Access. The District will provide Contractor's personnel with access to the buildings at the Sites during working days of Mondays-Fridays and working hours of 7 AM to 6 PM. Access to the Sites on weekends, holidays or after working hours shall be through the Campus/District Public Safety Office.

1.5. District Responsibilities. The District will provide or complete the following relating to the Contractor's completion of Elevator Equipment Testing, Inspection, and Maintenance Services under this Contract.

1.5.1. District Representative. The District will assign a District Representative(s) in connection with this Contract and the Contractor's completion of Elevator Equipment Testing, Inspection, and Maintenance Services. Elevator Equipment Testing, Inspection, and Maintenance Services and other obligations of the Contractor shall be completed in accordance with directives or authorizations of the District Representative or her/his designee.

1.5.2. Building Access Keys. The District will provide the Contractor's personnel with access to the Buildings necessary for completing the Contractor's obligations under this Contract. The Contractor shall follow the District's Key and Electronic Access Control Procedures. If the Buildings access provided by the District Representative includes keys, the Contractor is solely responsible for costs arising out of lost, misplaced or stolen keys, including without limitation replacement keys and re-keying locks for security purposes, as reasonably determined by the District. The Contractor will be required to sign a release form. If the Contractor loses a key or fails to return a key to the District, the Contractor shall be fined \$5,000 for each key lost. The Contractor is solely responsible for: (i) informing all personnel with access to, or authority to use, any Building access keys, of the limitation on the use of such keys solely and exclusively in connection with completing Services under this Contract; (ii) prohibiting personnel from disseminating or duplicating any building keys; and (iii) all losses, damages, costs or other liabilities arising out of the unauthorized dissemination or duplication of any building keys.

2. Elevator Equipment Testing and Inspection.

2.1. General. The Contractor shall furnish all labor, materials, parts, equipment, tools, and services necessary for all scheduled testing and inspection of Elevator Equipment identified in Attachment hereto. The frequency and specific testing, inspections, and preventative maintenance tasks to be completed by the Contractor shall be in accordance with the Elevator Equipment manufacturer recommendations.

2.2. Completion of System Testing and Inspection. The Contractor shall complete the Elevator Equipment Testing and Inspection at each facility at each Site in accordance with the Testing and Inspection Services Schedule prepared pursuant to this Contract. Failure of the Contractor to commence and complete Elevator Systems Testing and Inspection in accordance with the Testing and Inspection Services Schedule will subject the Contractor to assessment of Liquidated Damages set forth in this Contract.

3. Scope of Work.

Inspect Elevators for verification of proper operating condition, documentation of operating conditions, operating condition report for each Elevator and elevator components, including preventative maintenance and repair recommendations. Inspection of Elevator components include the following: control units, rails and guides, hydraulic systems, car equipment, signs and accessories, electrical, hoist ropes, hoistway and pit equipment, pumps and valves. Inspection of each Elevator will be completed at the following intervals: monthly, quarterly, semi-annually and annually. The scope of work to include Original Equipment Manufacturer (OEM) Requirements and if in conflict with the scope of work included below, then the most stringent recommendation or requirement will apply.

3.1. Elevator Inspections. Inspect Elevators for verification of proper operating condition, documentation of operating conditions, operating condition report for each Elevator and elevator components, including preventative maintenance and repair recommendations. Inspection of Elevator components include the following: control units, rails and guides, hydraulic systems, car equipment, signs and accessories, electrical, hoist ropes, hoistway and pit equipment, pumps and valves. Inspection of each Elevator will be completed at the following intervals: monthly, quarterly, semi-annually and annually.

3.1.1. Monthly Inspections. The Contractor shall inspect the elevators monthly to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for monthly inspections, if any. In addition to OEM monthly inspection recommendations, the following inspections shall be completed if not included in the OEM monthly inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for monthly inspections, the Contractor shall complete the following on a monthly basis, as applicable to an elevator:

- Perform general inspection of machinery, sheaves, worm and gear motor, brake, and selector. Lubricate as required.
- Check reservoir oil level, re-fill as necessary.
- Observe brake operation and adjust or repair if required.
- Inspect machinery, contacts, linkage and gearing.
- Inspect brushes and commutator.
- Inspect controllers, selectors, relays, connectors, contacts, etc.
- Ride car and observe operation of doors, leveling, reopening devices, push buttons, lights, etc.
- Check governor and tape tension sheave lubrication.
- Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, and other devices.
- Check door operation, clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Check selector.

- Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station.
- Visually inspect controller, contacts and relays.
- Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys. Check load weighing device and dispatching time settings. Check oil level in car and counterweight oil buffers.
- Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and mica level.
- Check: (i) car ventilation system; (ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.

3.1.2. Quarterly Inspections. The Contractor shall inspect the elevators quarterly (every three (3) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for quarterly inspections, if any. In addition to OEM quarterly inspection recommendations, the following inspections shall be completed if not included in the OEM quarterly inspection recommendations for an elevator. For elevators not subject to OEM recommendations for quarterly inspections, the Contractor shall complete the following on a quarterly basis, as applicable to an elevator:

- Check leveling operation. Check hoist way doors, clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibes and interlocks.
- Inspect all fastenings and ropes for wear and lubrication. Inspect all ropes, hitches, and shackles.
- Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and any bearing wear.
- In the car, test alarm bell system. Inspect retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening. Test emergency switch (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustment of car and counterweight gibs, shoes or roller guised.
- In the pit, inspect governor and tape tension sheave fastenings.
- Check clearance between safety jaws and guide rails. Visually inspect all safety parts.

3.1.3. Semi-Annual Inspection. The Contractor shall inspect the elevators semi-annually (every six (6) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for semi-annual inspections, if any. In addition to OEM quarterly inspection recommendations, the following inspections shall be completed if not included in the OEM semi-annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for quarterly

inspections, the Contractor shall complete the following on a semi-annual basis, as applicable to an elevator:

- Check controllers, alignment of switches, relays, timers, contacts, hinge pins, etc. adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads.
- In hoistway, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check car shoes, gibs or roller guides.
- Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- Examine all hoist ropes for wear, lubrication, length and tension.
- On tape drives, check hitches and broken tape switch.
- Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
- Check fastenings and operation of door checks, and interlocks.
- Check governor and tape tension sheave fastenings.

3.1.4. Annual Inspections. The Contractor shall inspect the elevators annually (every twelve (12) months) to observe and confirm proper functioning of elevator components in accordance with OEM recommendations for annual inspections, if any. In addition to OEM annual inspection recommendations, the following inspections shall be completed if not included in the OEM annual inspection recommendations and as applicable to an elevator. For elevators not subject to OEM recommendations for annual inspections, the Contractor shall complete the following on an annual basis, as applicable to an elevator:

- Inspect hoist motor armatures and rotor clearances.
- Drain, flush and refill oil reservoirs of each hoisting motor.
- Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- Check group supervisory and triplex control systems. The systems dispatching, scheduling and emergency features shall be tested and adjusted in accordance with OEM recommendations.
- The Contractor shall ensure that the elevator and equipment is maintained in a safe and operative condition in compliance with the requirements of the latest edition of the American National Standards Institute (ANSI) Safety Code for Elevators and Escalators, A17.1, and all other applicable laws, regulations, rules, ordinances, codes, etc.

3.1.5. Elevator Inspections Schedule. Annually during the Term of this Agreement, the Contractor shall meet and confer ("Schedule Conference") with the District Representative to develop a schedule for the Contractor's completion of the Monthly, Quarterly, Semi-Annual, and Annual Elevator Inspections for each elevator at respective sites noted herein ("Inspection Schedule") for the ensuing twelve months ("Service Year"). The first Schedule Conference and the Inspection Schedule for the first Service Year shall be completed within

thirty (30) days of the date of this Agreement. If the District and Contractor are unable to reach mutual agreement for the Inspection Schedule for any Service Year, the Contractor shall complete Elevator Inspections in accordance with the Inspection Schedule established by the District's Representatives.

3.1.6. Elevator Inspection Reports. Within three (3) business days of the completion of each elevator inspection, the Contractor shall submit written Inspection Reports to the District Representative. Payment for elevator inspections will not be made by the District until after the District's receipt of the applicable Inspection Report.

3.2. Elevator Maintenance. Provide all labor, materials, parts, equipment and services to maintain all Elevators. Maintenance parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment. Complete all scheduled maintenance requirements at intervals as established by the OM and in accordance with OEM specifications and recommendations. Preventative maintenance as authorized by the District Representative:

3.2.1. Monthly Maintenance. As required or noted by the Contractor's Monthly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- Empty drip pans, discard oil, and replenish reservoir oil level.
- Adjust or repair brakes if required.
- Lubricate machinery, contacts, linkage and gearing.
- Clean brushes and commutator, perform needed repairs.
- Clean controllers, selectors, relays, connectors, contacts, etc.
- Replace all burned out lamps in elevator car, machine room, pit, hall lanterns, etc.
- Remove litter, dust, oil, etc., from all machine room equipment.
- Clean trash from pit and empty drip pans.
- Clean, lubricate and adjust tracks, check linkages, gears, wiring motors, check keys, set screws, contacts, chains, came and door closer. Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contracts, relays, tape drive and broken tape switch.
- Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- Repairs to telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station indication lights.
- Replace contacts as required.
- Add oil as required in car and counterweight oil buffers.
- Clean, turn or refinish commutator to provide proper commutation. Replace or adjust brushes as required. Adjust: (i) car ventilation system;

(ii) car position indicators; (iii) director stations; (iv) hall and car call buttons; and (v) hall lanterns.

- Monitor emergency telephone in each of the elevators, 24 hours per day; 7 days per week. Notify the following contacts per site in the event of any elevator malfunction or emergency:

Site	Title	Name	Phone Number
Santa Ana College, Digital Media Center, & District Operations Center	Campus Security	Dispatch	714-564-6330
Santiago Canyon College	Campus Security	Dispatch	714-628-4730

- In regards to elevator maintenance and operations, notify the following contacts per site:

Site	Title	Name	Phone Number
Santa Ana College	Facilities Director	Mario Gaspar	714-564-6307
Santiago Canyon College	Facilities Director	Chuck Wales	714-628-4721
Digital Media Center	Executive Director	Ruth Cossio-Muniz	714-241-5810
District Operations Center	Supervisor	Alex Oviedo	714-480-7517

3.2.2. Quarterly Maintenance. As required or noted by the Contractor's Quarterly Elevator Inspections, the Contractor shall complete the following maintenance activities monthly for each elevator.

- Clean and adjust leveling switches, hoistway vanes, magnets, selector tapes and inductors. Repair and/or adjust for proper leveling.
- Clean, lubricate, and adjust tracks hangers and up thrust eccentrics, linkage gibs and interlocks.
- Clean, adjust and lubricate car door or gate tracks, pivots, hangers.
- Clean both governor and hoist ropes and lubricate hoist ropes if needed. Equalize rope tension.
- Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and nay bearing wear.
- Clean light fixtures. Inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushes, cam pivots, fastening.
- Lubricate and adjust, if necessary: car and counterweight gibs, shoes or roller guised. Lubricate compensating sheave and inspect hitches in pit. Empty and clean oil drip pans in pit. Clean all parts of safeties and lubricate moving parts to assure their proper operation.

- Adjust clearance between safety jaws and guide rail controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms car and counterweight guide shoes including rollers and gibs and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings.
- Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers, and cylinders and hydraulic fluid tanks.

3.2.3. Semi-Annual Maintenance. As required or noted by the Contractor's Semi-Annual Elevator Inspections, the Contractor shall complete the following maintenance activities semi-annually for each Elevator.

- Clean controllers with blower, check alignment of switches, relays, timers, contacts hinge pins, etc. adjusts and lubricate. Clean and inspect fuses and holders and all controller connections.
- Adjust and replace car shoes, gibs, or roller guides, as required.
- Clean all overhead sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls.
- Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.
- Replace, lubricate and adjust hoist ropes as required to meet code requirements.
- Check fastenings and operation of door checks, and interlocks. Clean and lubricate pivot points on fastening, door checks and interlocks as required.

3.2.4. Monthly Maintenance. As required or noted by the Contractor's Annual Elevator Inspections, the Contractor shall complete the following maintenance activities annually for each elevator.

- Thoroughly clean car and counterweight guide rails using nonflammable or high flash point solvent to remove unit lint dust and excess lubricant.
- Remove, clean and lubricate brake cores on brakes, clean linings, if necessary and inspect for wear. Correct excess wear and adjust.
- Inspect hoist motor armatures and rotor clearances.
- Drain, flush and refill hoisting motor oil reservoirs.
- Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.
- Check group supervisory and triplex control systems. Adjust the systems dispatching, scheduling and emergency service features in accordance with OEM recommendations.

3.2.5. OEM Scheduled Maintenance. The Contractor shall complete all OEM recommended Scheduled Maintenance activities for each elevator that is different from or in addition to the Monthly, Quarterly, Semi-Annual and Annual Maintenance activities set forth above. OEM recommended Scheduled Maintenance activities shall be completed by the Contractor at the OEM's recommended intervals. This includes but is not limited to the following.

- To comply with the Elevator Safety Orders §3071(j), the Contractor is to perform the **Five (5) Year Elevator Load Test** on each elevator as it becomes mandatory and complete the required report.
- Concurrently, as it relates to the Load Test, the Contractor will test the integrity of the hydraulic system, including the cylinder, oil line, and valve and tank unit.
- If any repairs, adjustments or replacements are required for code compliance, as it relates to the Load Test, they are to be addressed under Elevator Repair Services.

3.3. Elevator Repair Services. Provide all labor, materials, parts, equipment and services to repair all Elevators. Repair parts/equipment must be OEM manufactured or OEM authorized alternative parts/equipment. General Requirements relating to the Contractor's completion of Repair Services are set forth below and authorized in advance by the District Representative.

3.3.1. General Repairs. From time-to-time, as requested by the District Representative, the Contractor shall complete repairs and other maintenance activities SO THE Elevators are in a continually safe and operating condition ("Repair Requests"). Repair Requests will generally note the repair or maintenance required and whether the Repair Request is a General Repair Request, an Urgent Repair Request or and Emergency Repair Request. The Contractor shall dispatch personnel with the necessary skills and experience to complete a Repair Request along with the necessary parts, equipment, tools and other items necessary to complete as follows:

- General Repairs: Response time within 24 hours, 7:00 AM - 4:00 PM, Mondays - Fridays, except for holidays.
- Urgent Repairs: Response time within 4 hours, 7:00 AM – 8:00 PM, Mondays - Fridays, except holidays; Repair Request submitted to Contractor prior to 5:00 PM Mondays – Fridays require Contractor response time no later than 12:00 PM the following working day.
- Emergency Repairs: Response time within 2 hours, 24 hours per day, 7 days per week, holidays included.
- Immediate Repairs: These can be made within a \$500.00 limit and upon approval from the District Representative.

3.3.2. Repair Personnel Check-In. The Contractor's personnel providing Repair Services MUST check in and out with the Campus Representative or in the case of the District Office, the Facilities Department, prior to performing any Repair Services. It is required by the Campus Representative and the District, the Contractor's Repair Services personnel are responsible to document their arrival and departure time. A service ticket provided by the Contractor shall be completed by the Contractors' maintenance and/or repair personnel and given to the Facility's Maintenance Manager or designee prior to departure from the Facility. In addition, a duplicate copy is to be submitted electronically (within 48 hours) of the completed work assignment.

- All maintenance and/or repair work performed, parts, utilized and time expended shall be documented, legibly, and understandably.
- All documentation must be signed by the Facility's Maintenance Manager or designee prior to departure from the Facility.
- The Contractor is to submit a duplicate electronic copy of all monthly service tickets and/or repair work performed, parts utilized, time expended, and items in need of correction to the Facility Maintenance Contract at each site.
- This will help to capture, archive, and file all work performed on each elevator. You might also consider using ONUMA to generate the work orders.

3.3.3. Repair Logs. The Contractor shall maintain a Repair Log for each elevator for noting Repair Services performed for each elevator, including without limitation, service dates, service personnel, detailed description of nature and scope of Repair Services and parts replaced with each Repair Service. The form and required content of the Contractor's Repair Log are subject to District review and acceptance; the Contractor shall modify the form of the Repair Log as necessary for the District to accept the entirety thereof. At the conclusion of each Repair Service, the Contractor's Repair Service personnel shall complete the Repair Log for the Repair Service completed. The Contractor shall provide the District Representative with hard copy written Repair Logs or electronic/digital files of Repair Logs for each Repair Service within three (3) business days of the completion of a Repair Service. No payment will be

made by the District for any Repair Service unless the Contractor completes and delivers Repair Logs for such Repair Service pursuant to the foregoing.

3.3.4. Replacement Parts. If any Repair Service includes the replacement of any parts, components or other separable assemblies of an elevator, the removed and replaced part shall be made available to the District Representative for inspection. The Contractor shall dispose of any removed or replaced parts as directed or authorized by the District. Disposal of removed or replaced parts are included with the Repair Service charge; no additional payment is due the Contractor for disposal of removed or replaced parts.

3.3.5. Spare Parts. As stated previously, all parts and equipment must be Original Equipment Manufacturer. All materials and parts used must be genuine parts as manufactured, distributed, or approved by the manufacturer of the elevator being serviced. Critical parts that will result in all elevators in a building to be out of service must be stocked or shall be available on-site within eight (8) hours after the contractor is notified of the failure. If the vendor is unable to obtain any critical part due to delays from a 3rd party supplier, the District Representative or Campus Representative must be notified in writing within 24 hours.

3.4. DIR Inspection Repairs. The Elevators are subject to annual inspection by the Department of Industrial Relations Elevator Unit ("DIR Inspection") for safe operation of the Elevators and compliance with other requirements established by law. The Contractor shall complete the following in connection with DIR inspection of each Elevator.

3.4.1. District Support. The contractor shall complete the following in connection with the annual DIR Inspection of each Elevator.

- If requested by a District Representative, the Contractor shall have its personnel present during DIR inspection of elevators.
- The Contractor shall assist the District in responding to any inquiries arising in from a DIR Inspection relating to maintenance, repair or operation of the elevators.
- The Contractor shall furnish all reports of Repair Service activities required by a DIR inspection.
- The Contractor shall assist the District in communications with the DIR relating the nature or scope of any repairs to maintain the DIR Elevator Permit in good standing.

3.4.2. Contractor Completion of DIR Inspection Repairs. The Contractor shall promptly complete repairs or other maintenance service required by a DIR Inspection so that the DIR Elevator Permit remain unimpaired and Elevator operations are unimpeded.

3.5. Waste Materials Handling and Disposal. The Contractor is solely responsible for disposal of waste materials, including without limitation, lubricants, absorbents, and cleaning products. Use of materials, equipment for completing elevator services shall

be in compliance with manufacturer recommendations and applicable laws. All waste materials must be removed upon completion of each elevator service.

3.6. Work Area/Safety. The Contractor is solely responsible for implementing safety measures when completing elevator services, including without limitation, warning signs and barricades. The Contractor shall keep work areas in a neat and clean condition.

3.7. Conduct. Contractor personnel performing elevator services at the District Office Center shall comply with all District Board Policies. Personnel violating Board Policies are subject to removal and prohibition from providing further elevator services at the campuses or the District Operations Center.

3.8. Machine Components. Machine Components to include:

3.8.1. Motor - including gears bearings, brakes, and related parts, brushes windings, commutators, rotating equipment, contacts, coils, and resistors, and solid state controls for motor circuits, v-belts, sheaves, and wiring.

3.8.2. Pump - including sheaves, screens, filters, hoses, and connection fittings.

3.8.3. Cleaning: monthly services shall specifically include cleaning the pump, motor components and maintaining a clean environment in the elevator mechanical, pump rooms and elevator hoistway.

- Valves, all valves including relief valve, leveling valves, check valve, strainers, springs, and gaskets.
- Jack Unit, including plunger, guide bearings, packing, and packing gland.

3.8.4. Governor, including sheave, bearings, shafts, contacts, and governor jaws.

3.8.5. Elevator Car - including power door operator, emergency phone operation, door protective devices, car door operator, hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and sub-flooring; riding the elevator each visit, checking floor levels, door operation, and checking all signal fixture lamps (replace when needed).

3.8.6. Accessory Equipment - including all accessory elevator equipment installed prior to commencement of this agreement.

3.8.7. Hoistway - including deflector sheave, secondary sheaves, buffers, governor tension assemblies, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables hoistway, and machine room wiring, hoistway door interlocks, hoistway door hangers, and gibs, and auxiliary closer.

3.9. Repair Exclusions. The contractor shall not be held liable to make repairs or replacements when damage is caused by accidents, vandalism or misuse of equipment. Contractor may be requested to submit a proposal for such repairs, that when accepted by the District's Contracting Officer, will result in a modification to the original contract.

3.10. Elevator Equipment Exclusions. The following Elevator equipment is not included in the Elevator Services Agreement:

- 3.10.1.** Components of the car enclosure including removable panels, door panels, sills, car gates, plenum chambers, hung ceilings, light diffusers, light fixtures, tubes and bulbs, handrails, mirrors, car flooring, and floor covering.
- 3.10.2.** Elevator hoistway door panels, frames, and sills.
- 3.10.3.** Cover plates for signal fixtures and operating stations.
- 3.10.4.** Intercommunication systems used in conjunction with the equipment.
- 3.10.5.** Main line power switches, breakers, and feeders to controller.
- 3.10.6.** Emergency car light and all batteries, including those for emergency lowering.
- 3.10.7.** Smoke and fire sensors and related control equipment not specifically a part of the elevator controls.
- 3.10.8.** Jack unit cylinder buried piping and buried conduit.

3.11. Scheduling. No unscheduled work may be performed without prior authorization by the District Representative. In the case of buildings with multiple Elevators, one (1) elevator must remain operational at all times during normal business hours.

4. Contract Payments.

4.1. General. Payments to the Contractor for completion of Elevator Equipment Testing, Inspection, and Maintenance Services shall be as set forth herein. Payments due the Contractor pursuant to the following are inclusive of all expenses, charges, fees or costs for labor, materials, equipment and services to complete the Contractor's obligations hereunder. The foregoing includes without limitation, labor burdens and benefits, administrative, clerical and other indirect support, taxes and other similar charges and profit.

4.2. Contractor Billings for Elevator Equipment Testing, Inspection, and Maintenance Services. The Contractor shall bill the District monthly for the Elevator Equipment Testing/Inspection and Maintenance Services completed in the immediately preceding month. Billings shall be in such form and form along with such details and substantiating data as reasonably required by the District.

4.3. Repair Services Charges. If upon troubleshooting, repairs/replacement are deemed necessary, the Contractor shall provide a proposal to the District, in accordance with the rates provided in the Contractor's response to the RFQ/RFP 2021-277, for District review and consideration prior of the required repair/replacement. The proposal shall include labor rates and number of hours to complete the works as well as the cost of materials, if any. Repair work shall be completed as agreed upon in writing by the District. Payment for Repair Services will be made only if the District Representative has specifically requested a Repair Service. No payment will be made by the District and no payment is due the Contractor for any Repair Service completed by the Contractor without prior direction or authorization from the District Representative. Contractor has the authority to complete immediate necessary repairs during testing and inspection activities only if the work does not exceed \$1,000 per day for labor and materials. The Contractor shall inform the appointed District Representative of the repair and cost of the repair within 24 hours. The intent of this authority is to make

efficient use of a technician's time by allowing a technician to make necessary adjustments and repairs at the time of inspection and testing activities.

4.3.1. Repair Services Billing Records and Requirements. The Contractor shall implement stringent billing practices for Repair Services, including separate service tickets or other written documentation of: (i) Equipment; (ii) Contractor personnel providing Repair Services; (iii) time incurred to complete a Repair Service; (iv) replaced parts; and (v) detailed description of any other item or service for which payment is requested.

4.3.2. Repair Services Billings.

- **Separate Billings.** Each separate request for Repair Services shall be subject to a separate Repair Services billing from the Contractor. Billings for Repair Services Charges must be received by the District within sixty (60) days of the date of completion of each Repair Service. The Contractor expressly waives the right to payment for any Repair Service not billed within sixty (60) days of the date completing the Repair Service; a billing submitted by the Contractor for a Repair Service completed more than sixty (60) days prior to the District's receipt thereof will not be processed or paid by the District.
- **Computation of Repair Services Charges.** Payment for Repair Services will be based on time reasonably necessary for the Contractor's Repair Service personnel to complete a Repair Service request, multiplied by the applicable hourly rate set forth in Attachment D (Elevator Repair Services Hourly Rates). Billing for Contractor Repair Service Personnel shall be in increments of one-quarter (1/4) of an hour and only for the duration of time actually providing Repair Services on a Campus. If the District determines that the time charged for completing a Repair Service is excessive, the Contractor's billing is subject to reduction in such amount as reasonably determined by the District based on the nature of the Repair Service and the time reasonably necessary to complete such Repair Service by qualified, skilled and experienced Repair Service personnel. In addition to payment for time of Repair Services personnel to complete a Repair Service, the Contractor will be paid for the costs for parts, materials and other similar items. Billing for labor charges inclusive of: (i) travel time; time charges permitted only for time on campus; (ii) supervision, training; (iii) administrative support costs; and (iv) are not subject to mark-up. Prevailing wage rates must be incorporated for all proposed labor charges. The allowable percentage mark-up on the Contractor's cost for field labor, materials, and equipment shall be in accordance with Attachment D.

4.4. Contractor Billings Invoices. The Contractor shall submit billing invoices monthly for payments for Elevator Testing/Inspection and Maintenance Services completed in the immediately preceding month in such form, format and substantiating details as required by the District.

4.5. Liquidated Damages.

4.5.1. Liquidated Damages for Failure to Comply with Repair Services Response Time. If the Contractor fails to dispatch personnel, materials and equipment necessary to respond to a Repair Service request within the Response Time required by the Repair Service request (Routine, Urgent or Emergency) as set forth above, the Contractor shall be liable to the District for Liquidated Damages in the amount of One Hundred Dollars (\$100) per hour, or any portion thereof, from the scheduled response time until personnel, materials and equipment actually respond at the Site subject to a Repair Service request. The foregoing notwithstanding, the Liquidated Damages for any delayed Repair Service request shall not exceed Five Hundred Dollars (\$500) per day. The Contractor acknowledges the Liquidated Damages for delayed response to a Repair Service request is reasonable under the circumstances existing at the time this Contract is entered into.

4.5.2. Liquidated Damages for Failure to Complete Elevator Testing/Inspection and Fire Protection Maintenance Services. If the Contractor fails or refuses to commence and complete Elevator Testing/Inspection and Maintenance Services in accordance with the Services Schedule, the Contractor shall be liable to the District for per diem Liquidated Damages at the rate of One Hundred Dollars (\$100) per day from the date an Elevator Equipment Testing/Inspection and Maintenance Service is scheduled for completion to the date of actual completion of such Elevator Equipment Testing/Inspection and Fire Protection Maintenance Service.

4.6. District Payments. The District will make payment of the undisputed amount due for Elevator Equipment Testing, Inspection, and Maintenance Services and Elevator Repair Services within thirty (30) days of the Contractor's submittal of a billing invoice. The foregoing notwithstanding, the District may withhold payment of any portion of any payment due the Contractor for losses, damages or costs sustained by the District as a result of the Contractor's default hereunder. Such withholdings will be released only after the Contractor's cure of its default(s) and the District's retention of losses, damages or costs resulting from such Contractor default. The Contractor is liable for losses, damages or costs incurred by the District resulting from a Contractor default which exceeds the amount of any payment withheld by the District pursuant to the foregoing.

4.7. Withholding or Deduction of Compensation to the Contractor. The District may withhold or deduct any portion of the compensation due the Contractor under this Contract in such sums as determined by the District or required by applicable law for: (i) levies or other similar instruments; (ii) losses, damages or costs resulting from the Contractor's failure to fully and timely complete its obligations hereunder, including without limitation Liquidated Damages. Withholdings pursuant to (ii) above will be released only after the Contractor fully cures its failure to timely or fully complete obligations hereunder and after deducting losses, damages or costs resulting from the Contractor's failure to timely and fully complete obligations hereunder. Notwithstanding any compensation withheld or deducted from the Contractor pursuant to the foregoing, the Contractor remains liable to the District for losses, damages or costs resulting from (ii) above which exceed any amount withheld and deducted from the Contractor.

5. Services Schedule.

5.1. Test/Inspection Services Scheduled. Within fifteen (15) days of the date of this Contract, the Contractor shall prepare and submit to the District for review and acceptance a Testing and Inspection Services Schedule which identifies the start date and completion date for the Elevator Testing/Inspection Services the Contractor will complete at each Site and each facility at each Site during the first twelve (12) months of the Term.

5.2. Maintenance Services Scheduled. Within fifteen (15) days after the District's award of this Contract, the Contractor shall prepare and submit to the District for review and acceptance, a Maintenance Services Schedule which identifies the start date and completion date for the Elevator Maintenance Services the Contractor will complete at each facility at each Site during the first twelve (12) months of the Initial Term. The Testing and Inspection Schedule and the Maintenance Schedule are collectively referred to herein as the "Services Schedule".

5.3. District Review and Acceptance of Services Schedule. The District shall have ten (10) days to review the Services Schedule to accept the same or to provide review comments to the Contractor for incorporation into the Services Schedule. The Contractor shall incorporate District review comments into the Services Schedule and submit the revised Services Schedule to the District for review and acceptance. The foregoing review and revision process shall continue until the District has accepted the entirety of the Services. The Services Schedule shall be prepared with commercially available project scheduling software approved in advance by the District.

5.4. Annual Services Schedule. The Contractor shall prepare a Services Schedule for each twelve (12) month increment of the Term ("Annual Services Schedule"). The Contractor shall submit the Annual Services Schedule to the District for review and acceptance at least sixty (60) days prior to expiration of the then current twelve (12) month increment of the Term. Each Annual Services Schedule is subject to District review and Contractor revisions as necessary to obtain District acceptance of the entirety of the Annual Services Schedule.

5.5. Liquidated Damages for Failure to Comply with Services Schedule. Failure of the Contractor to start and complete Services in accordance with the Services Schedules prepared by the Contractor and accepted by the District will subject the Contractor to Liquidated Damages set forth in this Contract.

6. Insurance; Indemnity

6.1. Contractor Insurance. At all times during the Term of this Contract, the Contractor shall obtain and maintain the insurance coverages noted herein; each required policy of insurance shall be in the minimum coverage amount noted herein.

6.2. Workers Compensation Insurance; Employer's Liability Insurance. The Contractor shall obtain Workers Compensation Insurance covering all employees of the Contractor engaged in operations under this Contract. The Workers Compensation Insurance shall cover claims under workers' compensation, disability benefits and other similar employee benefit laws applicable to the Contractor's operations under this Contract. The Employer's Liability Insurance shall cover bodily injury or death by accident or disease to any employee which arises out of the employee's employment by the

Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as additional coverage under the Workers Compensation Insurance policy. The minimum coverage amount under the Workers Compensation Insurance shall be in accordance with applicable law. The minimum coverage amount under the Employers Liability Insurance shall be One Million Dollars (\$1,000,000).

6.3. Commercial General Liability Insurance. The Commercial General Liability Insurance obtained by the Contractor shall cover the types of claims set forth below which may arise out of or result from the operations of the Contractor under this Contract. The Commercial General Liability Insurance shall cover: (i) claims for damages for bodily injury, sickness, disease or death of persons other than the Contractor's employees; (ii) claims for damages due to injury or death of persons or damage to property, including the loss of use thereof; (iii); contractual liability applicable to the obligations under this Contract; and (iv) completed operations. The Commercial General Liability Insurance policy shall name the District including, without limitation, District officers, directors, employees, representatives, the District's Board of Trustees and individual members of the Board of Trustees, as additional named insureds thereunder. The minimum coverage limits under the Commercial General Liability Insurance shall be Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.

6.4. Automobile Liability. The Automobile Liability insurance policy shall cover claims for damages arising out of bodily injury or death of persons or damage to property arising out of Contractor's ownership, maintenance or use of motor vehicles. The Contractor's Automobile Liability insurance may be a combined single limit policy with minimum coverage limits of Two Million Dollars (\$2,000,000).

6.5. Certificates of Insurance; Policy Requirements. Prior to the commencement of the Term of this Contract, the Contractor shall deliver to the District Representative Certificates of Insurance evidencing each of the insurance coverages required to be obtained and maintained by the Contractor. Each policy of insurance obtained by the Contractor hereunder shall provide, by endorsement or otherwise, that the policy of insurance will not be permitted to lapse or expire, or to be materially modified without at least thirty (30) days advance written notice to the District. All insurance shall be issued by insurers authorized by California law to issue policies of insurance with a current A.M. Best rating of at least A/VII. The District shall be an Additional Insured to the Contractor's Commercial General Liability Insurance and the Automobile Liability Insurance.

6.6. Deductibles; Premiums. The Contractor is solely responsible for the full and timely payment of premiums for policies of insurance the Contractor is required to obtain and maintain under this Contract. In the event of a loss under a policy of insurance obtained and maintained by the Contractor hereunder, the Contractor shall be solely responsible for payment of the deductible, if any, associated with such loss.

6.7. District Rights. If the Contractor fails or refuses to obtain and maintain any policy of insurance required hereunder, the District may, but is not obligated to, obtain such policy of insurance on behalf of the Contractor. If the District obtains a policy of insurance on behalf of the Contractor pursuant to the foregoing, the Contractor shall be responsible for payment of all premiums associated with such policy of insurance and an administrative fee equal to twenty-five percent (25%) of the premium costs.

6.8. District Insurance. During the Term of this Contract, the District will maintain insurance against the perils, losses and claims described herein, provided that the District may, in its discretion, elect to self-insure, obtain commercially available insurance policy(ies) or obtain insurance coverages through one or more Joint Powers Authorities.

6.8.1. General Liability Insurance. The District will obtain General Liability Insurance covering the risks of death or bodily injury to persons and damage to property.

6.8.2. Property Casualty Insurance. The District will obtain Property Casualty Insurance which will include coverage for the risks of loss, damage or destruction to the District's buildings and/or campuses. The foregoing notwithstanding, the District's Property Casualty Insurance will not provide coverage for the risk of loss, damage or destruction of items of personal property leased, rented or owned by the Contractor. The Contractor is solely responsible, without additional payment or compensation from the District, for the costs to replace or repair any personal property owned, rented or leased by the Contractor.

6.9. Payment Bond. Prior to commencement of the Work, the Contractor shall furnish a Labor and Material Payment Bond as security for payment of persons or entities performing Services or furnishing materials/equipment in connection with completion of Services in a penal sum equal to One Hundred Percent (100%) of the Contract Price under this Contract. The penal sum of the Payment Bond shall be _____ Dollars (\$_____) and in the form and content set forth in Exhibit A to this Contract. The failure or refusal of the Contractor to furnish the Labor and Material Payment Bond is a default by the Contractor of a material obligation of the Contractor under this Contract. The Surety issuing the Labor and Material Payment Bond shall be: (i) an Admitted Surety Insurer as that term is defined in California Code of Civil Procedure §995.120; and (ii) A.M. Best rated A-/VII or better.

6.10. Contractor Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the District and, as applicable, its employees, officers, directors, Board of Trustees, individual members of the Board of Trustees, agents and representatives ("the Indemnified Parties") from any and all claims, demands, actions, losses, responsibilities or liabilities of any kind, type or nature for: (i) injury or death of the Contractor's employees arising out of this Contract; (ii) injury or death of persons or damage to property, or (iii) other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent, reckless, grossly negligent or willful conduct of the Contractor and its employees, agents and representatives. The foregoing shall include, without limitation, attorneys' fees and costs incurred by the Indemnified Parties and shall survive the Contractor's completion of obligations under this Contract or the earlier termination hereof until barred by the applicable Statute of Limitations.

7. Termination.

7.1. Termination for Default. Either the District or the Contractor may terminate this Contract upon seven (7) days written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder including, without limitation: (i) the breach of any material obligation hereunder; (ii) an assignment by Contractor for

the benefit of creditors; (iii) one Party files or has filed against the other party a proceeding for protection under state insolvency laws or the United States Bankruptcy Code; or (iv) either Party conducts operations under this Contract in violation of the Laws. Upon the Initiating Party's issuance of the written notice pursuant to the foregoing, the defaulting Party shall have seven (7) days to undertake and complete a cure of the matters set forth in the District's written notice, provided that if the nature of the matters set forth in the District's notice reasonably requires more than seven (7) days to complete the cure, this Contract shall not be terminated so long as the Defaulting Party diligently prosecutes the cure to completion. If the Defaulting Party fails to take cure actions set forth above or to diligently and completely prosecute cure actions, this Contract shall be deemed terminated, without further action of the District or the Contractor, as of the eighth (8th) day after the date of the Initiating Party's written notice. If the District exercises the right of termination hereunder, the Contract Payments due from the District to the Contractor as of the effective date of termination, if any, shall be based upon Elevator Services provided prior to the effective date of the termination of this Contract, reduced by the District's losses, damages, or other costs resulting from the cause(s) for termination of this Contract.

7.2. District Termination of Contract for District Convenience. The District may, at any time during the Term or an Extended Term, by written notice to the Contractor, elect to terminate this Contract, in whole or in part, for the District's convenience. The termination of this Contract for the District's convenience shall be effective seven (7) days after the date of the District's notice of termination for the District's convenience, unless a longer period is set forth in the District's written notice. In such case, the Contractor shall be entitled to payment for Elevator services actually performed as of the effective date of such termination for convenience of the District. If this Contract is terminated in part (by elimination of any Services) pursuant to the foregoing, the Contractor shall continue to fully and timely perform all other obligations not subject to such partial termination.

7.3. Contractor's Obligations upon Termination of Contract. Upon the expiration of the Term or the earlier termination of this Contract for default or the District's convenience, the Contractor shall assemble and deliver to the District all work product, instruments of service and other items of a tangible nature (whether in the form of documents, drawings, maintenance manuals, equipment specifications, samples or electronic files) prepared by or on behalf of the Contractor in connection with its performance of this Contract. The Contractor shall deliver the originals of all work product, instruments or service and other items of a tangible nature within ten (10) days of the District's request for such materials. Notwithstanding any payment due from the District to the Contractor as of the District's termination of this, the District is not obligated to disburse such payment and the Contractor is not entitled to receipt of such payment until after the Contractor has fully complied with the foregoing.

8. Disputes.

8.1. Mandatory Mediation. All claims, demands, disputes and other matters in controversy between the District and the Contractor arising out of or relating to the Fire Protection System or this Contract (collectively "Claims") are subject to mandatory non-binding mediation conducted under the auspices of Judicial Arbitration and Mediation Services (JAMS) prior to either the District or the Contractor initiating binding arbitration procedures.

8.2. Government Code Claim Requirements. Pursuant to Government Code §930.6, Claims asserted by the Contractor against the District for money or damages, including without limitation Claims remaining after completion of the non-binding mediation resolution procedures described above are deemed a “suit for money or damages” and shall be subject to the provisions of Government Code §§945.4, 945.6 and 946 (“Government Code Claims Process”). An express condition precedent to the Contractor’s initiation of binding arbitration proceedings relating to Claims is the Contractor’s compliance with the Government Code Claims Process, including without limitation, presentation of the Claims and action thereon by the District or deemed rejected by the District in accordance with Government Code §900, et seq.

8.3. JAMS Binding Arbitration. Claims remaining after the mandatory mediation and Government Code Claims Process shall be resolved by binding arbitration conducted before a retired judge in accordance with the JAMS rules in effect as of the date that a Demand for Arbitration is filed, except as expressly modified herein. The locale for any arbitration commenced hereunder shall be the regional office of the JAMS closest to the Site.

8.3.1. Demand for Arbitration. A Demand for Arbitration shall be filed and served within a reasonable time after the occurrence of the claim, dispute or other disagreement giving rise to the Demand for Arbitration, but in no event shall a Demand for Arbitration be filed or served after the date when the institution of legal or equitable proceedings based upon such claim, dispute or other disagreement would be barred by the applicable statute of limitations.

8.3.2. Discovery. The discovery rights and procedures provided for in California Code of Civil Procedure §1283.05 shall be applicable to arbitration proceedings commenced hereunder and the same shall be deemed incorporated herein by this reference.

8.3.3. Arbitration Award. The award rendered by the Arbitrator(s) (“Arbitration Award”) shall be final and binding upon the District and the Contractor only if the Arbitration Award is: (i) supported by substantial evidence; (ii) based on applicable legal standards in effect at the time the Arbitration Award is issued; and (iii) supported by written findings of fact and conclusions of law in conformity with California Code of Civil Procedure §1296. Any Arbitration Award that does not conform to the foregoing is invalid and unenforceable. The District and Contractor hereby expressly agree that the Court shall, subject to California Code of Civil Procedure §§1286.4 and 1296, vacate the Arbitration Award if, after review, the Court determines either that the Arbitration Award does not fully conform to the foregoing. The confirmation, enforcement, vacation or correction of an arbitration award rendered hereunder shall be made by the Superior Court of the State of California for the County of Orange. The substantive and procedural rules for such post-award proceedings shall be as set forth in California Code of Civil Procedure §1285 et seq.

8.3.4. Arbitration Fees and Expenses. The expenses and fees of the Arbitrator(s) shall be divided equally among all of the parties to the arbitration. Each party to any arbitration commenced hereunder shall be responsible for and shall bear its own attorneys’ fees, witness fees and other costs or expenses incurred in connection with such arbitration. The foregoing notwithstanding, the

Arbitrator(s) may award arbitration costs, including Arbitrators' fees but excluding attorneys' fees, to the prevailing party.

8.3.5. Limitation on Arbitrator. The Superior Court for the State of California for the County of Orange has the sole and exclusive jurisdiction, and an arbitrator has no authority, to hear and/or determine a challenge to the commencement or maintenance of an arbitration proceeding on the grounds that: (i) the subject matter of the arbitration proceeding is barred by the applicable statute of limitations; (ii) the subject matter of the arbitration proceeding is barred by a provision of the California Government Claims Act; (iii) the subject matter of the arbitration proceeding is outside the scope of the arbitration clause; (iv) the Contractor has failed to satisfy all conditions precedent to commencement or maintenance of an arbitration proceeding; (v) waiver of the right to compel arbitration; (vi) grounds exist for the revocation of the arbitration agreement; and/or, (vii) there is the prospect that a ruling in arbitration would conflict or potentially with a ruling in a separate pending proceeding on a common issue of law or fact.

8.3.6. Limitation on Special/Consequential Damages. In the event of the District's breach or default of its obligations under the Contract, the damages, if any, recoverable by the Contractor shall be limited to general damages which are directly caused by the breach or default of the District and shall exclude any and all special or consequential damages, if any. The Contractor expressly acknowledges the foregoing limitation to recovery of only general damages from the District if the District is in breach or default of its obligations under the Contract Documents; the Contractor expressly waives and relinquishes any recovery of special or consequential damages from the District.

9. Miscellaneous.

9.1. Governing Law; Interpretation. This Contract shall be governed and interpreted in accordance with California law. This Contract shall be interpreted as a whole in accordance with its fair meaning and not strictly for or against the Contractor or the District. Marginal headings in this Contract are for convenience of reference only and shall not enlarge or diminish any rights or obligations of the District or the Contractor. In the event of conflicts or inconsistencies between the terms of this Contract and any portion of the RFQ/RFP Response, the terms of this Contract shall govern and control.

9.2. Cumulative Rights and Remedies. Duties and obligations set forth in this Contract are in addition to and not in lieu of duties and obligations arising by operation of law and applicable to the transaction contemplated in this Contract. No action or failure to act by the District shall be deemed a waiver of any right or remedy afforded the District under this Contract or by operation of law nor a waiver of any default or breach by the Contractor of its obligations under this Contract.

9.3. Prohibition on Harassment.

9.3.1. District's Policy Prohibiting Harassment. The District is committed to providing a campus and workplace free of sexual harassment and harassment based on factors such as race, color religion, national origin, ancestry, age, medical condition, marital status, disability or veteran status. Harassment includes without limitation, verbal, physical or visual conduct which creates an

intimidating, offensive or hostile environment such as racial slurs; ethnic jokes; posting of offensive statements, posters or cartoons or similar conduct. Sexual harassment includes without limitation the solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

- 9.3.2. Contractor's Adoption of Anti-Harassment Policy.** Contractor shall adopt and implement all appropriate and necessary policies prohibiting any form of discrimination in the workplace, including without limitation harassment on the basis of any classification protected under local, state or federal law, regulation or policy. Contractor shall take all reasonable steps to prevent harassment from occurring, including without limitation affirmatively raising the subject of harassment among its employees, expressing strong disapproval of any form of harassment, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment and informing complainants of the outcome of an investigation into a harassment claim.
- 9.4. Contractor Independent Contractor Status.** In performing its obligations under this Contract, the Contractor is an independent Contractor to the District. Neither the Contractor nor any of Contractor's employees are entitled to rights or benefits as employees of the District.
- 9.5. Maintenance of Books and Records.** The Contractor shall maintain books and accounting records of expenses and revenue in connection with its operations under this Contract. Books and accounting records shall be contemporaneously maintained in accordance with generally accepted accounting principles applied in a consistent manner. Books and accounting records, along with underlying source data, shall be available to the District for review, inspection or reproduction upon reasonable advance request at the Contractor's principal place of business or at the District Administrative Offices. The Contractor shall maintain its books and accounting records relating to Elevator Equipment Testing, Inspection, and Maintenance Services under this Contract for five (5) years after expiration of the Term hereof or the earlier termination of this Contract.
- 9.6. Local Hires and Local Business Participation.** The Contractor shall complete and submit the Local Hires and Local Business Participation Statement upon request by the District.
- 9.7. Time.** Time is of the essence in the performance and completion of obligations hereunder.
- 9.8. Confidential/Proprietary Information.** The Contractor and its personnel may, in the course of completing obligations hereunder: (i) prepare materials consisting of or incorporating District confidential/proprietary information; or (ii) have access to District confidential/proprietary information. Except as required by a valid order of a court of competent jurisdiction, the Contractor and its personnel shall not disburse, distribute or disseminate to any person or entity in any and in whole or in part any District confidential/proprietary information.
- 9.9. Severability.** If any term or condition of this Contract is deemed invalid, unenforceable or void by a court of competent jurisdiction, such term or condition shall

be deemed severed from this Contract and all remaining terms and conditions shall remain in full force and effect.

9.10. Notices. Notices shall be addressed as follows:

If to the District	If to the Contractor
Carri M. Matsumoto, Assistant Vice Chancellor Rancho Santiago Community College District Facility Planning, District Construction and Support Services 2323 North Broadway, Suite 112 Santa Ana, California 92706-1640	

The recipients and addresses for notices may be modified by the Parties by notice to the other. Notices shall be transmitted by United States Mail, Certified, Return Receipt Requested with postage fully prepaid. Notices shall be deemed effective the third (3rd) business day after the postmark date.

9.11. Counterparts. This Contract may be executed in counterparts, each of which shall be deemed an original.

9.12. No Assignment. Neither the District nor the Contractor shall assign this Contract without the prior consent of the other. The District's consent to the Contractor's assignment may be granted, denied or conditioned in the sole discretion of the District.

9.13. Electronic and Digital. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this agreement, signifies the parties mutual consent to conduct transactions electronically. Pursuant to the California Uniform Electronic Transactions act ("UETA") (Cal. Civic Code Â§ 1633.1 et seq.) and California Government Code Â§16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.

9.14. Entire Agreement. This Agreement (Attachment A), the RFQ/RFP, the RFQ/RFP Response and the following Attachments constitute the entire Agreement and understanding between the Parties concerning the subject matter hereof:

Instructions to RFQ/RFP

Attachment A: District-Wide Elevator Equipment Testing, Inspection, and
Maintenance Service Agreement

Attachment B: Qualification Statement

Attachment C: Proposal Forms

Attachment C-1: Proposal Certifications

Attachment C-2: Prevailing Wage and Related Requirements Certification

Attachment C-3: Insurance Documents & Endorsements

Attachment C-4: Workers' Compensation Certification

Attachment C-5: Contractor's Certificate Regarding Drug-free Workplace
Certification

Attachment C-6: Contractor's Certificate Regarding Alcoholic Beverage
and Tobacco-free Campus Policy

Attachment C-7: Criminal Background Investigation/Fingerprinting
Certification

Attachment C-8: Local Hire and Local Business Information

Attachment C-9: Supplemental Conditions

Attachment D: Elevator Equipment Repair Services Hourly Rates

Attachment E: Site Maps

Attachment F: Photo Exhibits

The foregoing notwithstanding, if there is any conflict or inconsistency between the terms of this Agreement and any portion of the RFQ/RFP Response, the terms of this Agreement shall govern and prevail. This Agreement supersedes and replaces all prior verbal and written negotiations, understandings and/or agreements of the Parties relating to the subject matter hereof. This Agreement may be amended only by written instrument duly executed by or on behalf of the Parties.

IN WITNESS HEREOF, the Parties have executed this Agreement as of the date set forth above.

<p>CONTRACTOR:</p> <p>By: _____</p> <p>Print Name: _____</p> <p>Its: _____</p> <p>Date: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Tax ID: _____</p> <p>E-mail: _____</p> <p>DIR NO: _____</p>	<p>DISTRICT:</p> <p>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</p> <p>By: _____</p> <p>Title: Peter J. Hardash, Vice Chancellor Business Operations/Fiscal Services</p> <p>Date: _____</p> <p>_____</p>
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COPIES TO:

GENERATING OFFICE

Rancho Santiago Community College District

2323 N. Broadway, Suite 112

Santa Ana, CA 92706

Carri M. Matsumoto, Assistant Vice Chancellor

Facility Planning, District Construction and Support Services

ATTACHMENT B: QUALIFICATIONS STATEMENT
RFQ/RFP # _____
DISTRICT-WIDE ELEVATOR INSPECTION AND MAINTENANCE

This Qualifications Statement must be completed by each Respondent and executed by an authorized employee of the Respondent. Failure of a Respondent to submit the completed and executed Qualifications Statement concurrently with the Respondent's RFQ/RFP Response will render the RFQ/RFP Response non-responsive and rejected.

1. Contact Information

1.1. Respondent Name. _____

1.2. Form of Entity. Check appropriate box.

Corporation _____
(State of Incorporation & Corporate Registration No.)
Partnership (General Partnership, Limited Partnership)
Limited Liability Company
Limited Liability Partnership
Joint _____ Venture

(Identify each member of Joint Venture and form of entity)

Sole Proprietorship

1.3. Contact Person.

Name	
Address	
Phone/Fax	
Email	

1.4. Respondent California Contractors License

Classification(s)	
Expiration Date	
RMO/RME	
Contractors' License Bond Surety and Bond No.	

1.5. Respondent DIR CQCC

CQCC No.	
DIR Field Coding No.	
CQCC Expiration Date	
General/Limited Certifications	

1.6. Respondent DIR No.

DIR No.	
DIR Expiration Date	

2. Essential Minimum Qualifications. Any Response of a Respondent indicating “not qualified” to the following qualifications criteria will result in rejection of the Respondent’s RFQ/RFP Response for failure to meet minimum qualifications criteria.

2.1. Respondent possesses a valid/good standard California Contractors’ License in the C-11, Elevator classification.

Yes

No (not qualified)

2.2. Respondent’s California Contractors’ License has been suspended or revoked within the past five (5) years.

Yes (not qualified)

No

2.3. Respondent has obtained a current Commercial General Liability policy of insurance with coverage limits of at least Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate

Yes

No (not qualified)

2.4. Respondent has obtained a current Workers Compensation policy of insurance with coverage limits in accordance with applicable law.

Yes

No (not qualified)

2.5. Respondent’s current Worker’s Compensation policy of insurance EMR is 1.25 or less **and** the Respondent’s average EMR for the past five (5) years is 1.25 or less.

Yes (not qualified)

No

2.6. Respondent is ineligible for award of public works contracts pursuant to Labor Code §1777.1 or 1777.7.

Yes (not qualified)

No

2.7. Within the past five (5) years, one or more public or private construction project(s) of the Respondent has been completed by a surety on behalf of the Respondent.

Yes (not qualified)

No

2.8. A surety has refused to issue a surety bond on behalf of the Respondent for any private or public project.

Yes (not qualified)

No

2.9. Within the past ten (10) years has any insurer refused to renew a policy or Workers Compensation or General Liability insurance or refused to issue a policy of Workers Compensation or General Liability insurance to the Respondent?

Yes (not qualified)

No

- 2.10. Has any public agency, within the past ten (10) years conducted proceedings that resulted in a finding that the respondent or any predecessor to the Respondent is not a "responsible" bidder for a public works projects or a public works contract?
Yes (not qualified)
No
- 2.11. At any time during the last five (5) years, has Respondent or any predecessor, or officer or director of, Respondent been convicted of a crime involving any federal, state, or local law related to a public works project or public works contract?
Yes (not qualified)
No
- 2.12. At any time during the last five (5) years, has the Respondent or any predecessor to, or officer or director of, respondent been convicted of a federal or state crime involving fraud, theft, or any other act of dishonesty?
Yes (not qualified)
No
- 2.13. Within the past ten (10) years, has any complaint under the California False Claims Act (Government Code §12650-12656) been filed against the Respondent?
Yes (not qualified)
No
- 2.14. Within the past five (5) years, one or more contract(s) for construction of any portion of a public works project or public works contract that the Respondent was a party to have been terminated for default of the Respondent.
Yes (not qualified)
No
- 2.15. Within the past five (5) years has any contract for elevator/lift maintenance or inspection services to which the Respondent been terminated, in whole or in part, for default of the Respondent?
Yes (not qualified)
No

3. Background

3.1. Contractor Experience

3.1.1. Years in business providing elevator inspection maintenance services.

3.1.2. Elevator Inspection/Maintenance Experience. On a separate attachment, provide details of prior experience of the Respondent in providing Elevator inspection/maintenance services within the past five (5) years to public/governmental agencies.

3.1.3. Personnel.

3.1.3.1. Turnover Rate. What is your employee turnover rate over the past five (5) years?

3.1.3.2. General Questions:

No.	Question	Yes	No
1	Do you have any policy/Procedures Manual defining each inspection/maintenance task? <i>If yes, please attach a copy of the face page and Table of Contents.</i>		
2	Do you have a database of preventative maintenance tasks recommended either by the OEM or other reliable source?		
3	Will Contractor commit the same CCCMs continuously to the inspection/maintenance of the District's elevators/lifts?		
4	Will the Contractor have DIR Certified Competent Conveyance Mechanics ("CCCM") available 24 hours per day, 365 days' per year?		
5	Do you employ CCCM's whose are OEM trained, certified or approved for all the District's elevators/lifts?		
6	Are your service technicians required to wear clean company uniforms with name tags?		
7	Will you have a Project Manager/point of contact for each College?		

3.2. Claims and Disputes.

3.2.1. Pending Claims and Disputes. The Respondent is presently engaged in a claim, dispute or other disagreement relating to or arising out of a construction project or an elevator/lift maintenance/inspection (excluding claims arising out of job-site accidents) in which the respondent is seeking additional compensation or additional time or in which compensation is sought from the Respondent.

Yes

No

If "Yes" on a separate attachment, provide details of each such pending claim, dispute or other disagreement.

3.2.2. Prior Claims and Disputes. The Respondent has, within the last seven (7) years been engaged in a claim, dispute or disagreement relating or arising out of a construction project or and assignment for elevator maintenance or inspection (excluding claims arising out of job-site accidents) in which the Respondent sought additional compensation was sought from the Respondent.

Yes

No

If "Yes" on a separate attachment, provide details of such pending claim, dispute or other disagreement.

3.2.3. Judgements. Are there any judgements, order, decrees or arbitration awards pending, outstanding against the Respondent or any of the officers or equity owners of Respondent which arise out of or are related in any manner to a construction project or elevator inspection/maintenance services?

Yes

No

If "Yes" on a separate attachment, provide details of such pending claim, dispute or other disagreement.

The undersigned is duly authorized to execute this Qualifications Statement of penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the three responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement. The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material facts or information that would render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Response shall be deemed non-responsive and the respondent will not further participate in the RFQ/RFP process.

Executed this _____ day of _____, 20____, at _____.

I declare under penalty of perjury under California law that the foregoing is true and correct.

(Signature)

(Typed or written name)

ATTACHMENT C: PROPOSAL FORMS

C-1 Proposal Certifications

C-2 Prevailing Wage and Related Labor Requirements Certification

C-3 Insurance Document & Endorsement

C-4 Workers' Compensation Certification

C-5 Contractor's Certification Regarding Drug-Free Workplace Certification

C-6 Contractor's Certification Regarding Alcoholic Beverage and Tobacco Use

C-7 Criminal Background Investigation/Fingerprinting Certification

C-8 Local Hire and Local Business Information

C-9 Supplemental Conditions

ATTACHMENT C-1: PROPOSAL CERTIFICATIONS

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Elevator Inspection and Maintenance Services ("I&M"), RFQ/RFP _____.

1. Inspection and Maintenance Services. The proposed pricing to complete Scheduled Elevator I&M Services (Monthly, Quarterly, Semi-Annually, Annually, and OEM Scheduled Maintenance is set forth in Proposal Attachment P-A (Pricing Proposal, Scheduled Inspection and Maintenance Services).
2. Repair Services. The proposed labor and material charges to complete Repair Services (Routine, Urgent and Emergency) are set for in Proposal Attachment P-B (pricing Proposal, Repair Services).
3. RFQ/RFP Requirements. By submitting this Proposal, the Respondent acknowledges the receipt and review of the RFQ/RFP and all addenda thereto. The Respondent acknowledges the understanding of the RFQ/RFP requirements and requirements for completing Elevator I&M and Repair Services pursuant to the Elevator Services Agreement. **Receipt of the RFQ/RFP and each and all addenda to the RFQ/RFP must be acknowledged by initials of the Respondent's authorized employee in the following; failure to do so will result in the District's rejection of this Proposal and the Respondent's RFQ/RFP Response for non-responsiveness.**

_____ Receipt of RFQ/RFP is acknowledged

_____ Receipt of Addenda Nos. _____ is acknowledged
(List Every Addenda)

4. Respondent DIR Certification. The Respondent is a DIR Certified Qualified Conveyance Company ("CQCC"); the Respondent's DIR CQCC No. is _____.
5. Respondent CSLB License. The Respondent is licensed as a contractor by the Contractors' State License Board as a C-11 Elevator contractor, the respondent's CSLB License No. is _____.
6. Respondent DIR Registration. The Respondent is a DIR Registered Contractor, the Respondent's DIR # is _____.
7. Acknowledgement and Confirmation. By submitting this proposal, the Respondent confirms that it has a full and complete understanding of the Elevator I&M Services required by the RFQ/RFP and the Elevator Services Agreement. The Respondent confirms that it is duly certified, licensed and otherwise qualified to complete the Elevator I&M Services subject to the RFQ/RFP. The individual executing this Proposal on behalf of the Respondent is authorized to execute this Proposal on behalf of the Respondent and to bind the Respondent to the foregoing Proposal.

By: _____

Title: _____

ATTACHMENT C: PROPOSAL – YEAR 1						
Building Location	State #	Months 1 through 12				
		Monthly	Quarterly	Semi-Annually	Annually	OEM Scheduled Maintenance*
SAC: A	107483					
SAC: B	123385					
SAC: C	54548					
SAC: D-1	169326					
SAC: D-2	169327					
SAC: H	30537					
SAC: I	152092					
SAC: L-1	53159					
SAC: L-2	105866					
SAC: L-3	NA					
SAC: O	177203					
SAC: R	44526					
SAC: S	53816					
SAC: T	49409					
SAC: V	157592					
SAC: SC-1	184507	N/A				
SAC: SC-2	184508	N/A				
SAC: JC-1	TBD	N/A				
SAC: JC-2	TBD	N/A				
SAC: HS-1	TBD	N/A				
SAC: HS-2	TBD	N/A				
SCC: A	81003					
SCC: B	81331					
SCC: D	101748					
SCC: G	163068					
SCC: H-1	163255					
SCC: H-2	163341					
SCC: SC-1	153438					
SCC: SC-2	153439					
DMC-1	143720					
DMC-2	143758					
DOC-1	49336					
DOC-2	49337					

*Provide lump sum proposed pricing for any OEM scheduled maintenance requirements not includes in the monthly, quarterly, semi-annual or annual inspection/maintenance requirements. Include pricing for 5-Year Elevator Load Test.

ATTACHMENT C: PROPOSAL – YEAR 2						
Building Location	State #	Months 13 through 24				
		Monthly	Quarterly	Semi-Annually	Annually	OEM Scheduled Maintenance*
SAC: A	107483					
SAC: B	123385					
SAC: C	54548					
SAC: D-1	169326					
SAC: D-2	169327					
SAC: H	30537					
SAC: I	152092					
SAC: L-1	53159					
SAC: L-2	105866					
SAC: L-3	NA					
SAC: O	177203					
SAC: R	44526					
SAC: S	53816					
SAC: T	49409					
SAC: V	157592					
SAC: SC-1	184507	N/A				
SAC: SC-2	184508	N/A				
SAC: JC-1	TBD	N/A				
SAC: JC-2	TBD	N/A				
SAC: HS-1	TBD	N/A				
SAC: HS-2	TBD	N/A				
SCC: A	81003					
SCC: B	81331					
SCC: D	101748					
SCC: G	163068					
SCC: H-1	163255					
SCC: H-2	163341					
SCC: SC-1	153438					
SCC: SC-2	153439					
DMC-1	143720					
DMC-2	143758					
DOC-1	49336					
DOC-2	49337					

*Provide lump sum proposed pricing for any OEM scheduled maintenance requirements not includes in the monthly, quarterly, semi-annual or annual inspection/maintenance requirements. Include pricing for 5-Year Elevator Load Test.

ATTACHMENT C: PROPOSAL – YEAR 3						
Building Location	State #	Months 25 through 36				OEM Scheduled Maintenance*
		Monthly	Quarterly	Semi-Annually	Annually	
SAC: A	107483					
SAC: B	123385					
SAC: C	54548					
SAC: D-1	169326					
SAC: D-2	169327					
SAC: H	30537					
SAC: I	152092					
SAC: L-1	53159					
SAC: L-2	105866					
SAC: L-3	NA					
SAC: O	177203					
SAC: R	44526					
SAC: S	53816					
SAC: T	49409					
SAC: V	157592					
SAC: SC-1	184507					
SAC: SC-2	184508					
SAC: JC-1**	TBD					
SAC: JC-2**	TBD					
SAC: HS-1	TBD	N/A				
SAC: HS-2	TBD	N/A				
SCC: A	81003					
SCC: B	81331					
SCC: D	101748					
SCC: G	163068					
SCC: H-1	163255					
SCC: H-2	163341					
SCC: SC-1	153438					
SCC: SC-2	153439					
DMC-1	143720					
DMC-2	143758					
DOC-1	49336					
DOC-2	49337					

*Provide lump sum proposed pricing for any OEM scheduled maintenance requirements not includes in the monthly, quarterly, semi-annual or annual inspection/maintenance requirements. Include pricing for 5-Year Elevator Load Test.

**Johnson Center will be approximately six (6) months for Year 3.

ATTACHMENT C: PROPOSAL – YEAR 4						
Building Location	State #	Months 37 through 48				
		Monthly	Quarterly	Semi-Annually	Annually	OEM Scheduled Maintenance*
SAC: A	107483					
SAC: B	123385					
SAC: C	54548					
SAC: D-1	169326					
SAC: D-2	169327					
SAC: H	30537					
SAC: I	152092					
SAC: L-1	53159					
SAC: L-2	105866					
SAC: L-3	NA					
SAC: O	177203					
SAC: R	44526					
SAC: S	53816					
SAC: T	49409					
SAC: V	157592					
SAC: SC-1	184507					
SAC: SC-2	184508					
SAC: JC-1	TBD					
SAC: JC-2	TBD					
SAC: HS-1	TBD	N/A				
SAC: HS-2	TBD	N/A				
SCC: A	81003					
SCC: B	81331					
SCC: D	101748					
SCC: G	163068					
SCC: H-1	163255					
SCC: H-2	163341					
SCC: SC-1	153438					
SCC: SC-2	153439					
DMC-1	143720					
DMC-2	143758					
DOC-1	49336					
DOC-2	49337					

*Provide lump sum proposed pricing for any OEM scheduled maintenance requirements not includes in the monthly, quarterly, semi-annual or annual inspection/maintenance requirements. Include pricing for 5-Year Elevator Load Test.

ATTACHMENT C: PROPOSAL – YEAR 5						
Building Location	State #	Months 49 through 60				
		Monthly	Quarterly	Semi-Annually	Annually	OEM Scheduled Maintenance*
SAC: A	107483					
SAC: B	123385					
SAC: C	54548					
SAC: D-1	169326					
SAC: D-2	169327					
SAC: H	30537					
SAC: I	152092					
SAC: L-1	53159					
SAC: L-2	105866					
SAC: L-3	NA					
SAC: O	177203					
SAC: R	44526					
SAC: S	53816					
SAC: T	49409					
SAC: V	157592					
SAC: SC-1	184507					
SAC: SC-2	184508					
SAC: JC-1	TBD					
SAC: JC-2	TBD					
SAC: HS-1	TBD	N/A				
SAC: HS-1	TBD	N/A				
SCC: A	81003					
SCC: B	81331					
SCC: D	101748					
SCC: G	163068					
SCC: H-1	163255					
SCC: H-2	163341					
SCC: SC-1	153438					
SCC: SC-2	153439					
DMC-1	143720					
DMC-2	143758					
DOC-1	49336					
DOC-2	49337					

*Provide lump sum proposed pricing for any OEM scheduled maintenance requirements not includes in the monthly, quarterly, semi-annual or annual inspection/maintenance requirements. Include pricing for 5-Year Elevator Load Test.

**ATTACHMENT C-2: PREVAILING WAGE AND RELATED LABOR REQUIREMENTS
CERTIFICATION**

Contractor Name. _____

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for the District-Wide Elevator Inspection and Maintenance Services ("I&M"), RFQ/RFP _____.

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hour notice, payroll records, and apprentice and trainee employment requirements, for all Work on the Project including, without limitation, the requirement that it and all of their Subcontractors are registered pursuant to Labor Code section 1771, et seq.

(Company's Name)

(Signature)

(Typed or written name)

(Title)

ATTACHMENT C-3: INSURANCE DOCUMENTS & ENDORSEMENTS

Contractor Name. _____

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Elevator Inspection and Maintenance Services ("I&M"), RFQ/RFP _____.

The following insurance endorsements and documents must be provided to the Rancho Santiago Community College District and fully comply with the requirements set forth in the Contract.

- 1. General Liability Insurance.** Certificate of Insurance with all specific insurance coverages set forth in the Contract, proper Services description, designation of the District as the Certificate Holder, a statement that the insurance provided is primary to any insurance obtained by the District and minimum of 30 days' cancellation notice. Contractor shall also provide required additional insured endorsement(s) designating all parties required in the General Conditions. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion.

Incidents and claims are to be reported to the insurer at:

Attn:

(Name)

(Title)

(Department)

(Company)

(Street Address, City, State, Zip Code)

(Telephone Number)

2. **Workers' Compensation/ Employer's Liability Insurance.** Certificate of Workers' Compensation Insurance meeting the coverages and requirements set forth in the Contract, minimum of 30 days' cancellation notice, proper Services description, waiver of subrogation and any applicable endorsements.

Incidents and claims are to be reported to the insurer at:

Attn:

(Name)

(Title) (Department)

(Company)

(Street Address, City, State, Zip Code)

(Telephone Number)

3. **Automobile Liability Insurance.** Certificate of Automobile Insurance meeting the coverages and requirements set forth in the Contract, minimum 30 days' cancellation notice, any applicable endorsements and a statement that the insurance provided is primary to any insurance obtained by the District.

Incidents and claims are to be reported to the insurer at:

Attn:

(Name)

(Title) (Department)

(Company)

(Street Address, City, State, Zip Code)

(Telephone Number)

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

ATTACHMENT C-4: WORKERS' COMPENSATION CERTIFICATION

Contractor Name. _____

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Elevator Inspection and Maintenance Services ("I&M"), RFQ/RFP _____.

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.
3. For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state, which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.
4. I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of the Contract.

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Trade Contractor's bid.

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

ATTACHMENT C-5: CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

Establishing a drug-free awareness program to inform employees about all of the following:

- The dangers of drug abuse in the workplace.
- The person's or organization's policy of maintaining a drug-free workplace.
- The availability of drug counseling, rehabilitation, and employee-assistance programs.
- The penalties that may be imposed upon employees for drug abuse violations.

Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

1. I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

2. I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

3. I acknowledge that I am aware of the provisions of Government Code sections 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

**ATTACHMENT C-6: CONTRACTOR'S CERTIFICATE REGARDING ALCOHOLIC
BEVERAGE AND TOBACCO-FREE CAMPUS POLICY**

Contractor Name. _____

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Elevator Inspection and Maintenance Services ("I&M"), RFQ/RFP _____.

The Contractor agrees that it will abide by and implement the District's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, of any kind and at any time, on District-owned or leased buildings, on District property and in District vehicles.

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

**ATTACHMENT C-7: CRIMINAL BACKGROUND INVESTIGATION / FINGERPRINTING
CERTIFICATION**

Services _____ between Rancho Santiago
Community College District (the District or the Owner) and _____
(Contractor) (the Contract or the Services). These Services may involve work around or in the
vicinity of minor students, pupils, or children (Minor Pupils), and therefore Contractor is required
to submit this form to the District in compliance with Education Code section 45125.1 and other
applicable law.

The undersigned does hereby certify to the Board of Trustees of the District that: (1) He/she is a
representative of the Contractor, (2) He/she is familiar with the facts herein certified, (3) He/she
is authorized and qualified to execute this certificate on behalf of the Contractor; and (4) That
the information in this Criminal Background Investigation / Fingerprinting Certification is true and
correct.

1. The Contractor has complied with the fingerprinting requirements of Education Code
section 45125.1 with respect to all Contractor's employees who may have contact with District
pupils in the course of providing services pursuant to the Contract, and the California
Department of Justice (DOJ) has determined (per the DOJ process for Applicant Agencies
described more fully on their website, located at: <http://oag.ca.gov/fingerprints/agencies>) that
none of those employees have been convicted of a felony, as that term is defined in Education
Code section 45122.1. A complete and accurate list of the Contractor's employees who may
come in contact with District pupils during the course and scope of the Contract is attached
hereto; and/or

The Contractor's responsibility for background clearance extends to all of their employees
coming into contact with District pupils regardless of whether they are designated as employees
or acting as independent contractors of the Contractor.

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

ATTACHMENT C-8 LOCAL HIRE AND LOCAL BUSINESS INFORMATION

(To be Submitted Upon Request)

Contractor Name. _____

The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of “Local Hires” and 25% participation of “Local Businesses” for various capital construction projects. It is the intent of the District to not only meet these goals, but to exceed them. As used in this Exhibit, “Local Hire” and “Local Business” is defined as follows:

“Local Hire” means an individual who resides in the following zip codes: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a “veteran” as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District’s colleges.

“Local Business” means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The Consultant may also apply to obtain District approval of its internship program. Local Business shall also mean any Consultant that uses apprentices from a District approved apprenticeship program.

Please complete questions below:

(Use additional sheets for each Subconsultant)

1. Firm is a Minority Business Enterprise (MBE) ☐ Yes ☐ No
2. Firm is a Women Business Enterprise (WBE) ☐ Yes ☐ No
3. Firm is a Disabled Veteran Business Enterprise (DVBE) ☐ Yes ☐ No

If “yes” for items 1-3 above, provide a copy of certification.

4. Firm is a Veteran Owned Business ☐ Yes ☐ No
If “yes” to 4, provide DD214 Form/Card

5. This business participates in or provides opportunities for internship programs: ☐ Yes ☐ No

If “yes”, state type of internship program(s) offered: _____

6. List ALL Team Members who are considered a Local Hire. Check the applicable box(es), if any, pertaining to each individual.

	Team Member (First and Last Name)	Zip Code (for Local Residents Only)	Local Resident*	RSCCD Student**	Veteran	Intern
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

** A RSCCD student is an individual who is or was enrolled in one or more classes at any of these campuses (Santa Ana College, Centennial Education Center, Digital Media Center, Orange County Sheriff's Regional Training Academy, Santiago Canyon College or Orange Education Center).

If selected, the Contractor agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Consultant is providing services pursuant to this RFQ/RFP and the final contract entered into with the District. The District may request information or documents to confirm participation by a Local Hire or Business and Consultant agrees to comply with any reasonable requests.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT C-9: SUPPLEMENTAL CONDITIONS

Covid 19 - Contractor shall, at all times, comply with all federal, state, and local directives, ordinances, laws, health orders, and regulations including, but not limited to, OSHA and Cal-OSHA concerning COVID-19. Contractor shall provide to the District, no later than ten (10) days after award of contract, all protocols and procedures that will be in place during construction to ensure prevention of the spread of coronavirus (SARS-CoV-2). Measures implemented shall at a minimum follow Cal OSHA's Safety and Health Guidance, COVID-19 Infection Prevention in Construction as well as implement the following:

1.1 At any time, the Contractor receives notice that one of their employees test positive for Covid 19, Contractor must immediately notify Director of Facility Planning, District Construction and Support Services and the District Representative.

1.2 Maintain a daily attendance log of all workers and visitors on site.

(Company Name)

(Signature)

(Typed or Written Name)

(Title)

Contractor Name. _____

The undersigned submits this Proposal for District-Wide Elevator Equipment Testing, Inspection, and Maintenance, RFQ/RFP #2021-277.

[illegible]

*Labor not subject to mark-up charges include (i) travel time; (ii) supervision, training; and (iii) administrative support cost.

Insert Contractor's Proposed Mark-Up on Repair Work inclusive of labor, material, and equipment: _____%. All repair work shall be subject to prior approval by the District.

ATTACHMENT E: SITE MAPS

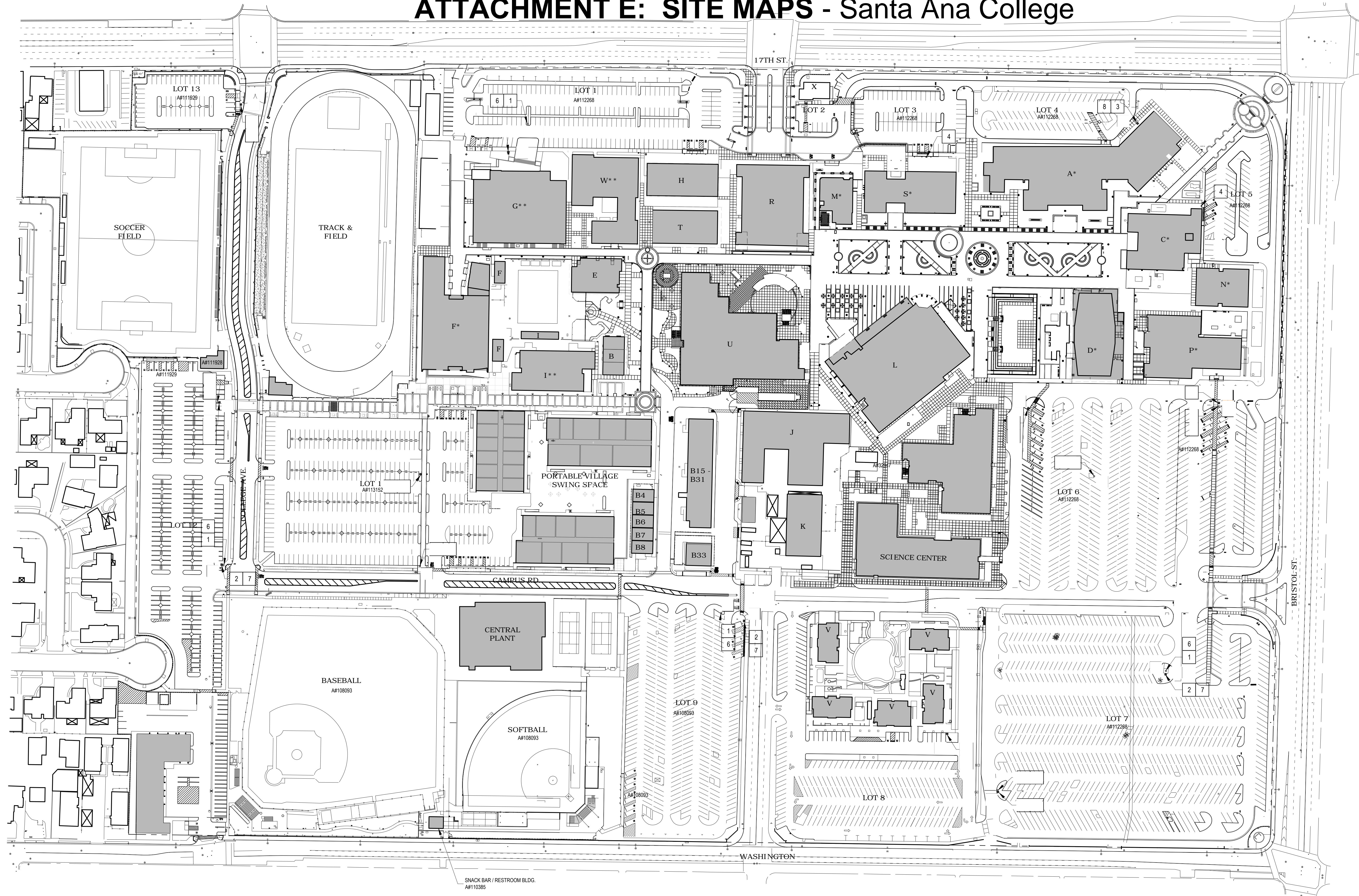
Santa Ana College (SAC)

Santiago Canyon College (SCC)

Digital Media Center (DMC)

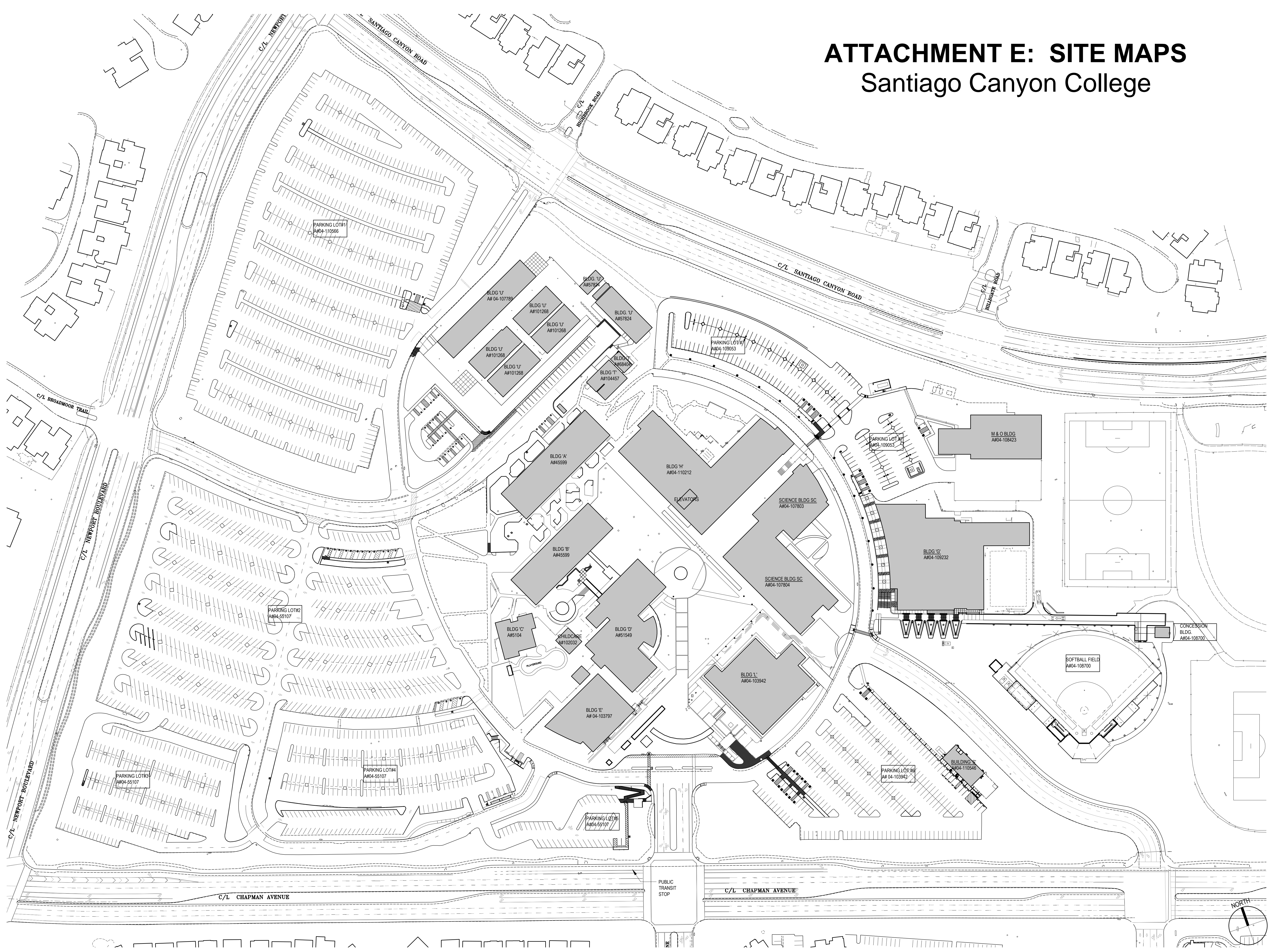
District Operations Center (DOC)

ATTACHMENT E: SITE MAPS - Santa Ana College



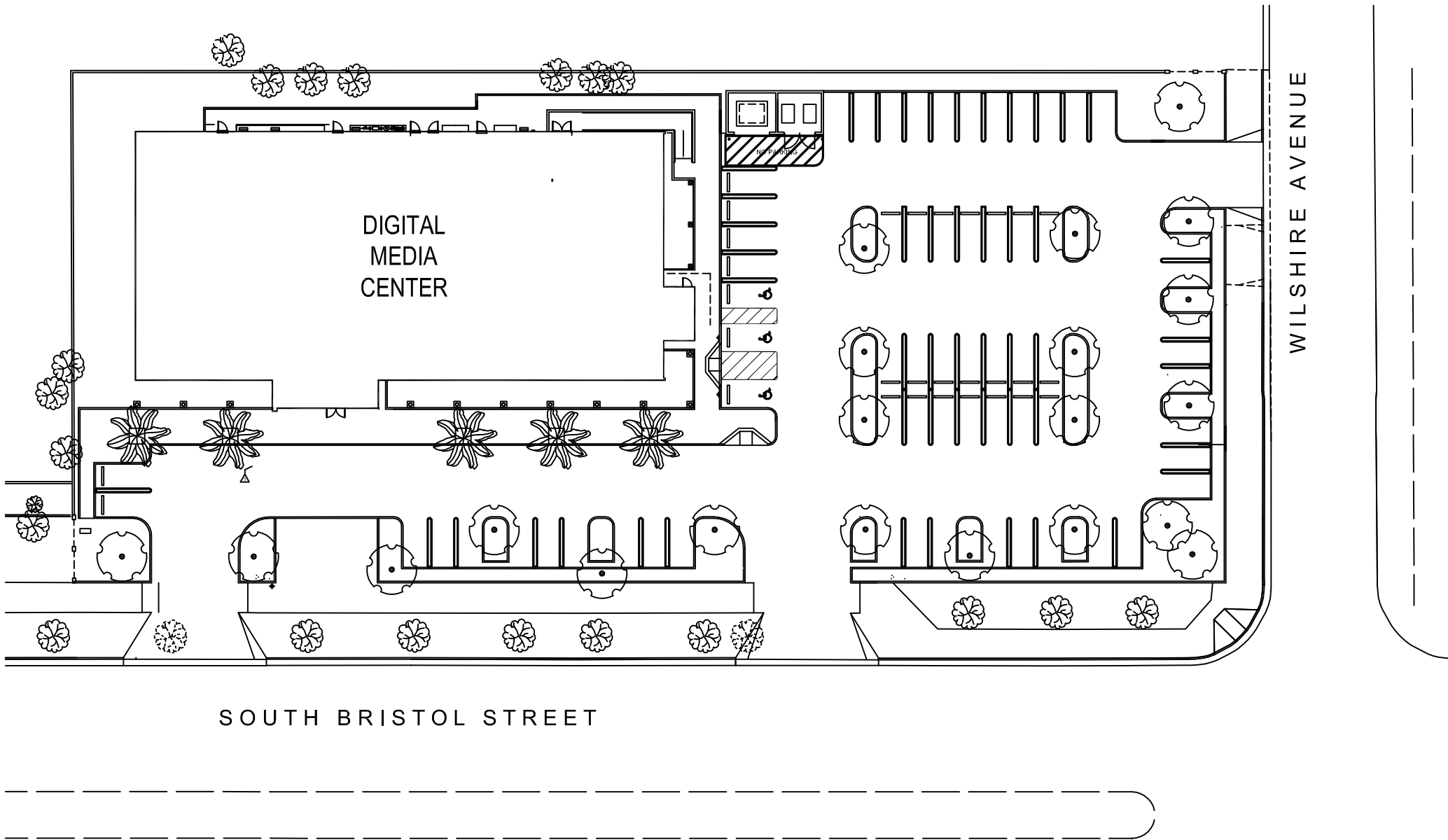
ATTACHMENT E: SITE MAPS

Santiago Canyon College

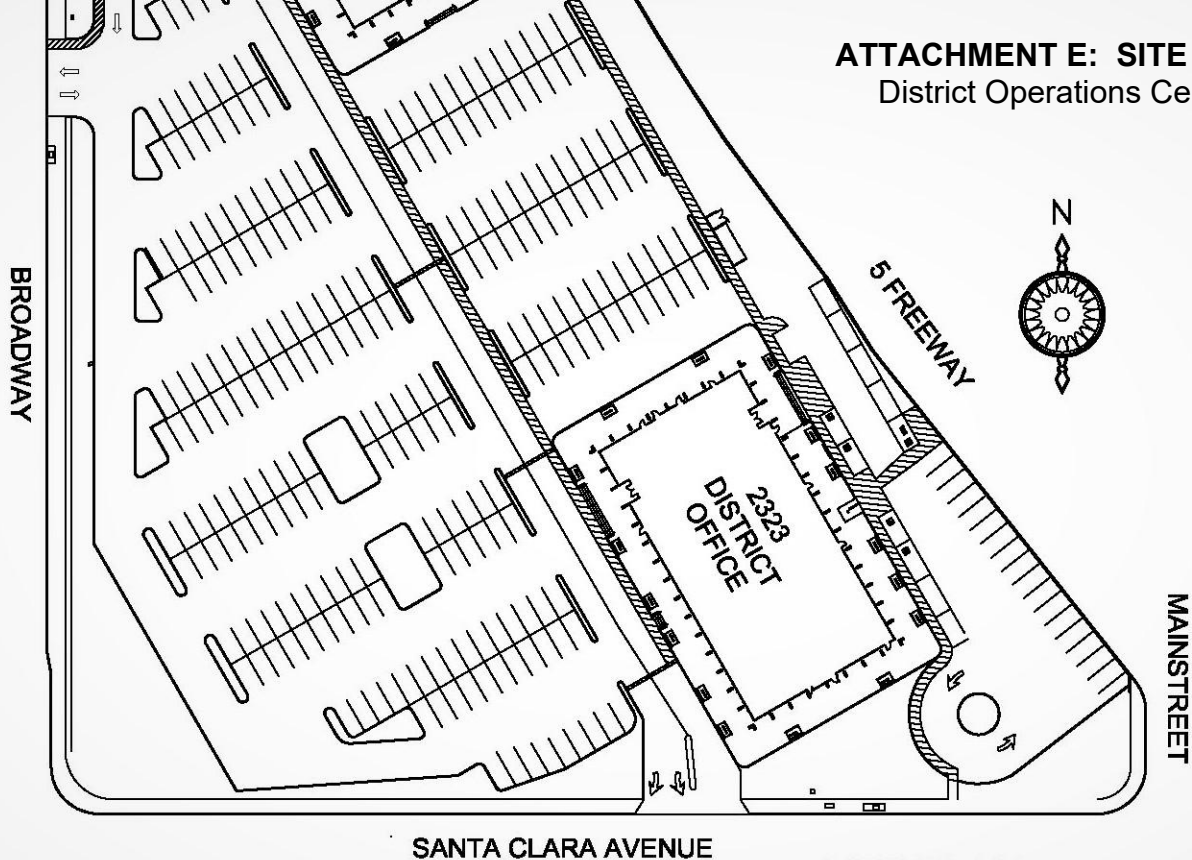


ATTACHMENT E: SITE MAPS

Digital Media Center



ATTACHMENT E: SITE MAPS
District Operations Center

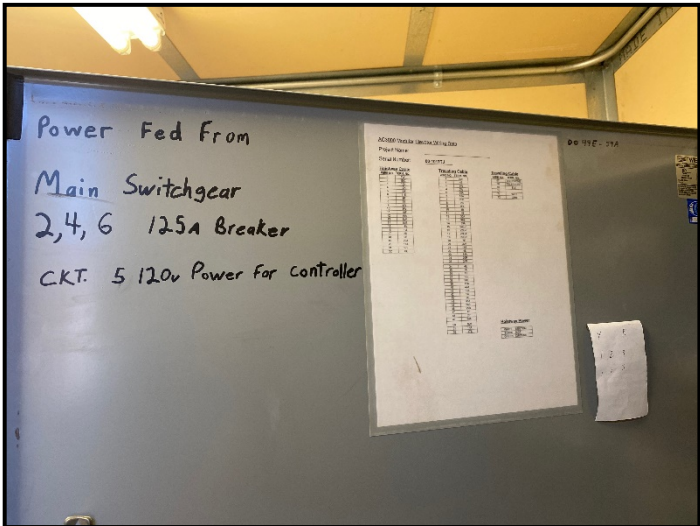
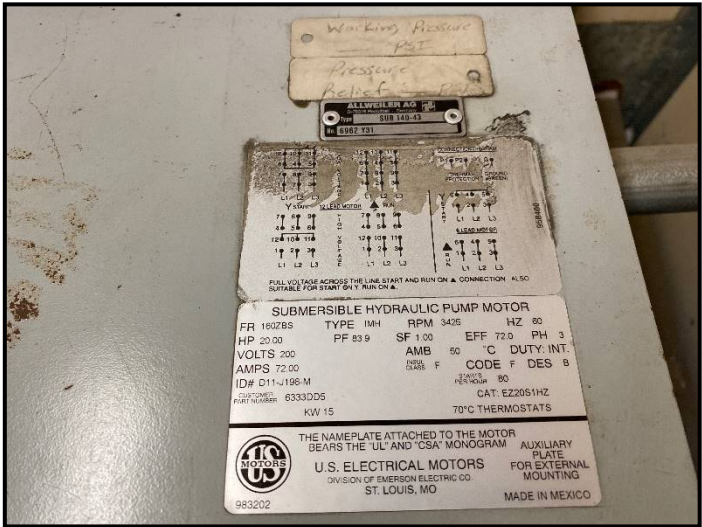


SITE PLAN

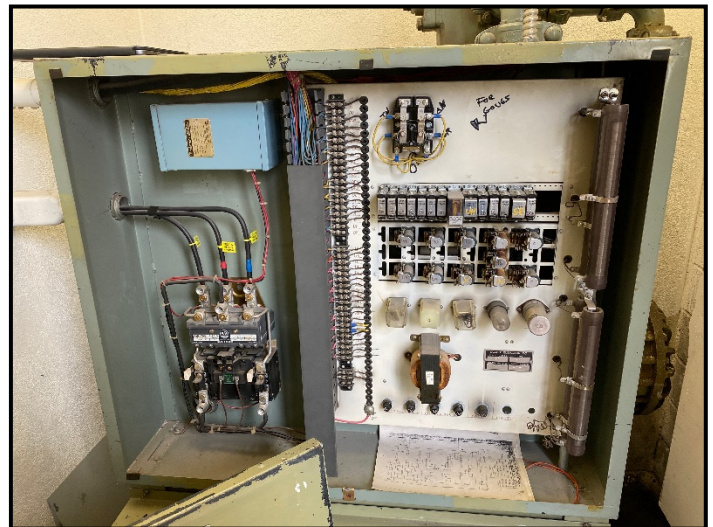
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SANTA ANA COLLEGE: BUILDING A**



ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING B



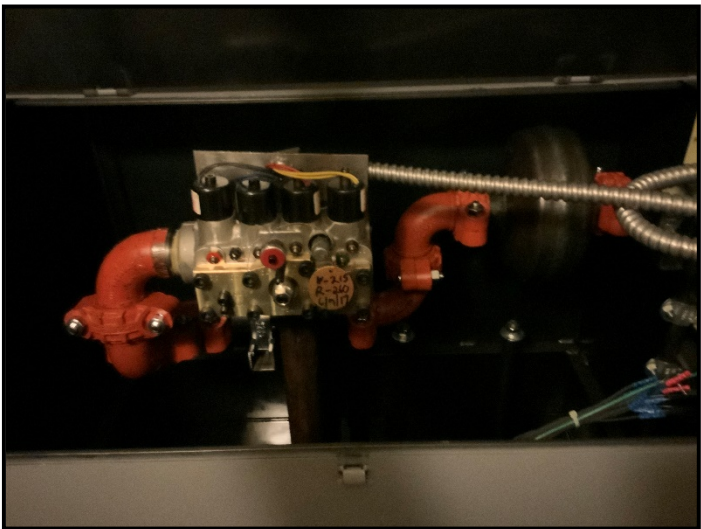
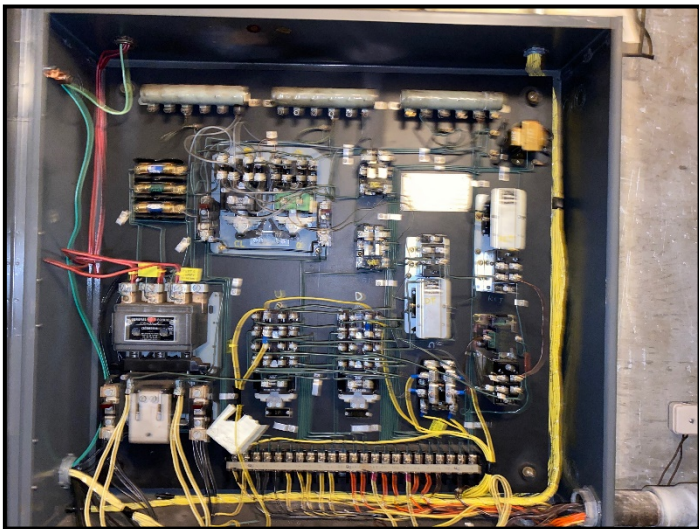
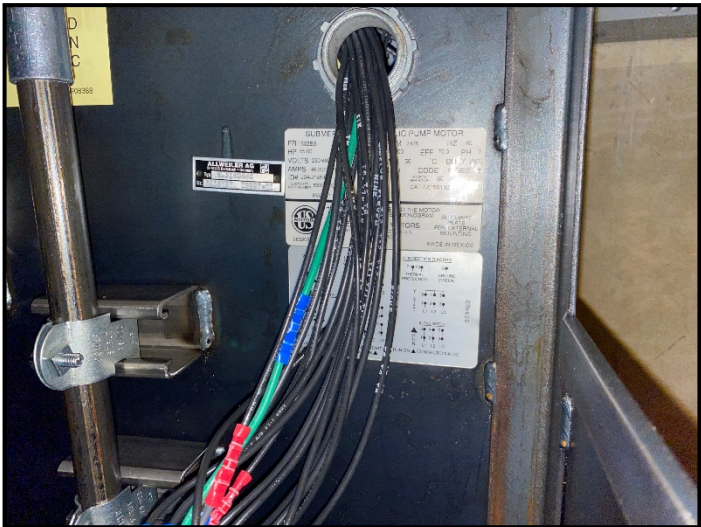
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SANTA ANA COLLEGE: BUILDING C**



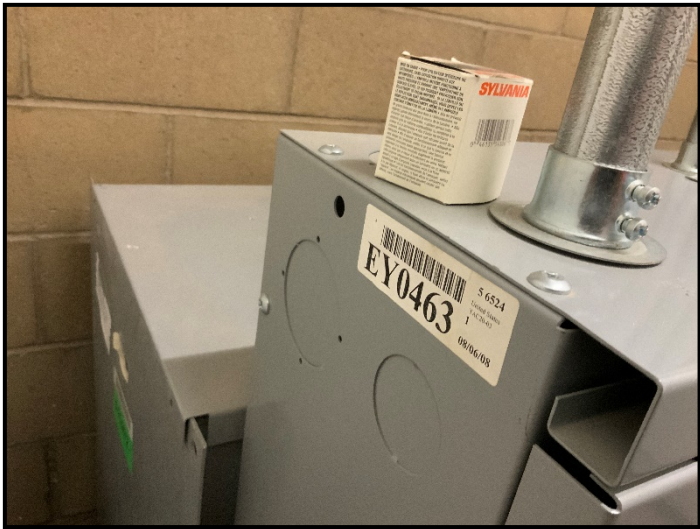
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SANTA ANA COLLEGE: BUILDING D**



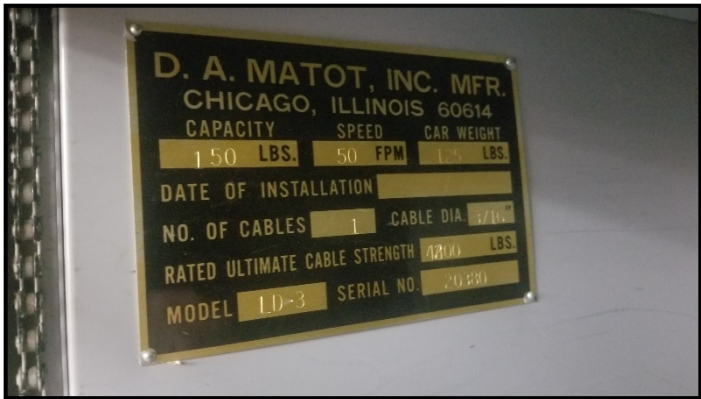
**ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING H**



ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING I



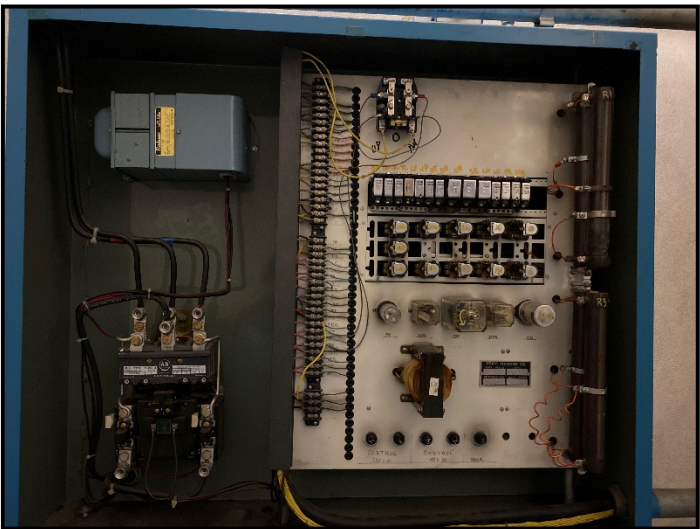
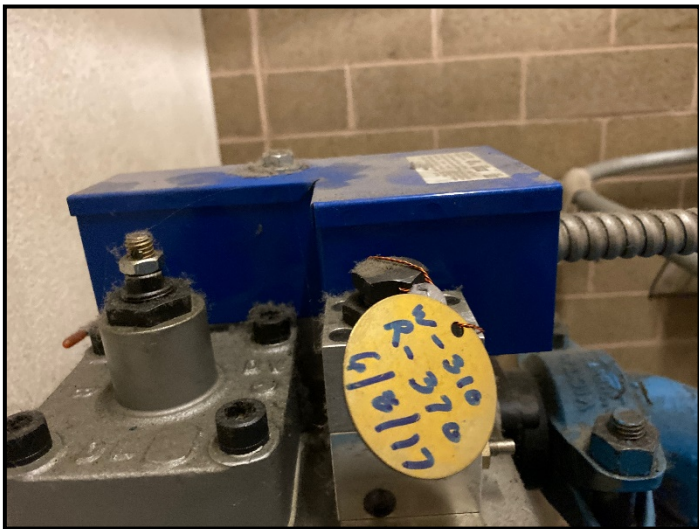
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SANTA ANA COLLEGE: BUILDING L - DUMBWAITER



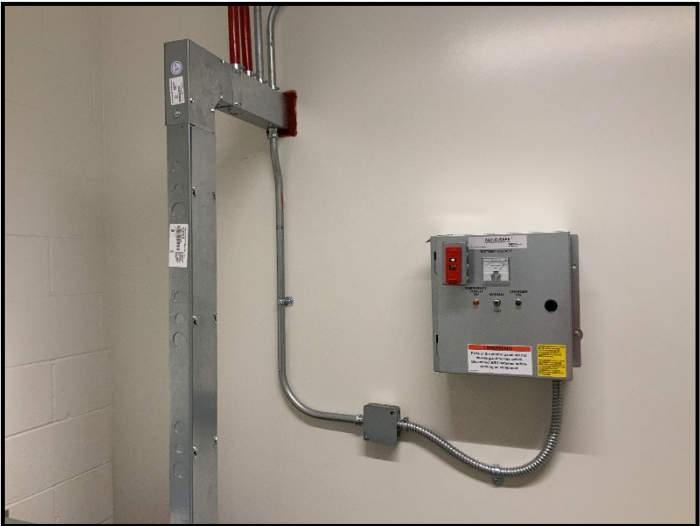
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SANTA ANA COLLEGE: BUILDING L – NORTH EXTERIOR



ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING L – SOUTH INTERIOR



**ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING O**



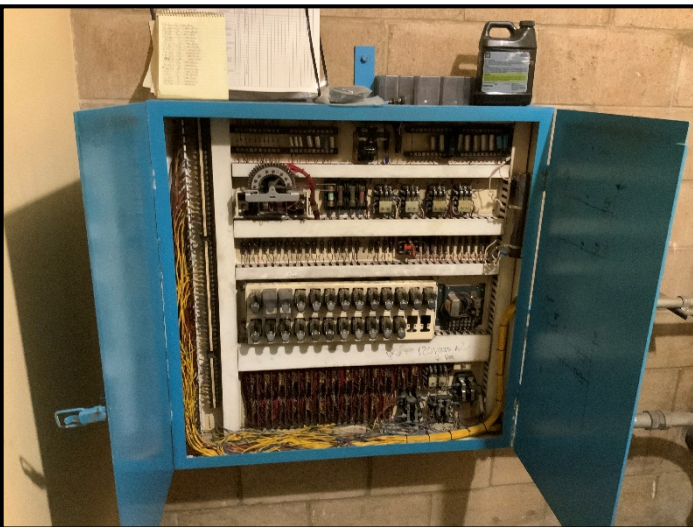
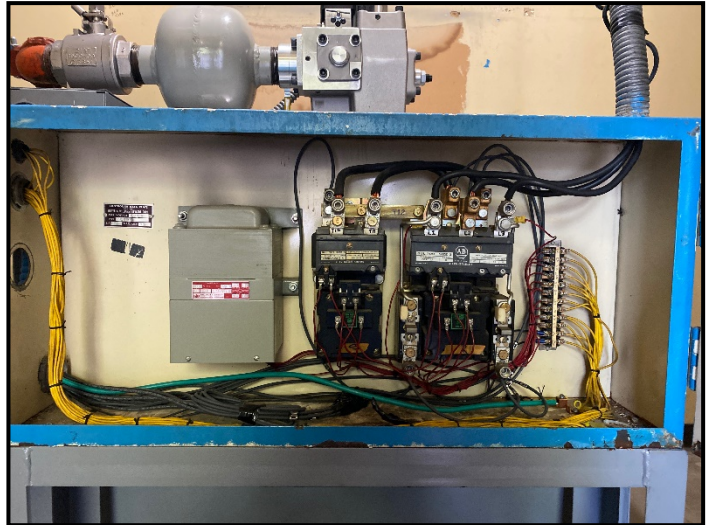
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SANTA ANA COLLEGE: BUILDING R**



ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING S



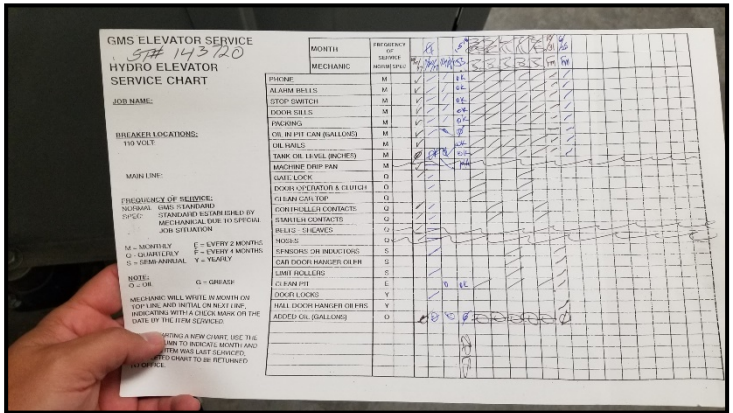
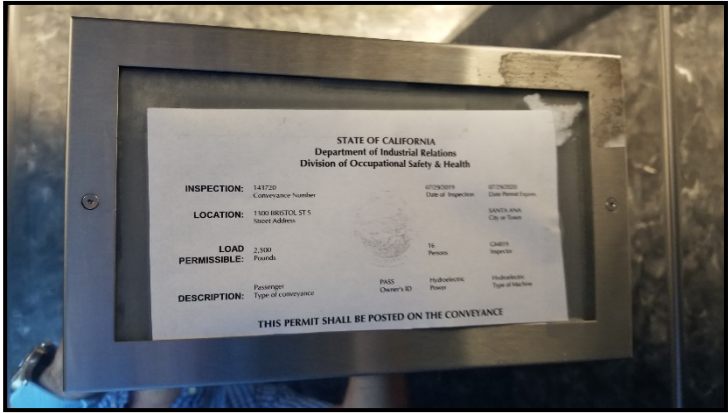
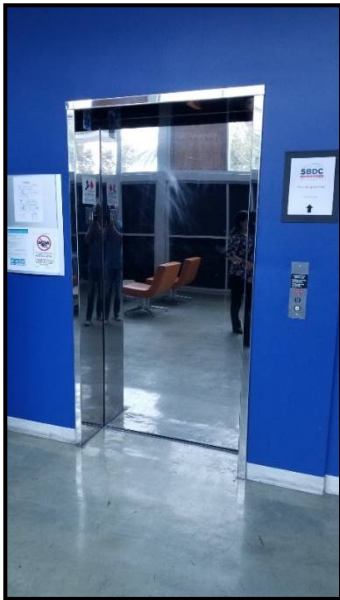
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SANTA ANA COLLEGE: BUILDING T**



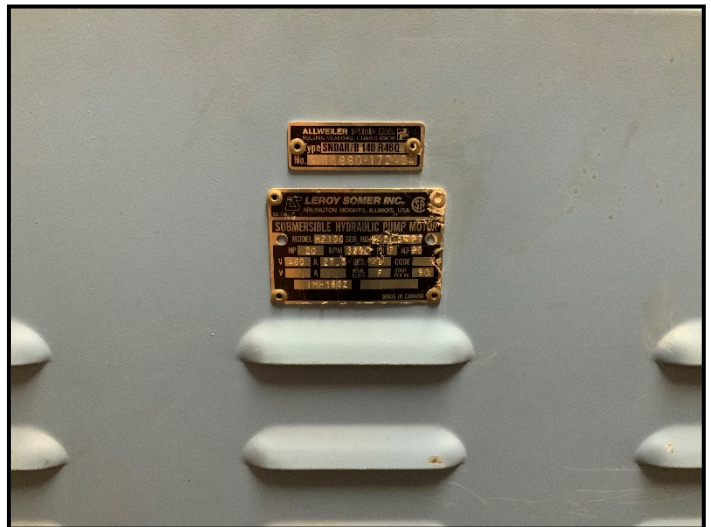
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SANTA ANA COLLEGE: BUILDING V**



ATTACHMENT F: PHOTO EXHIBITS
SANTA ANA COLLEGE: BUILDING DMC

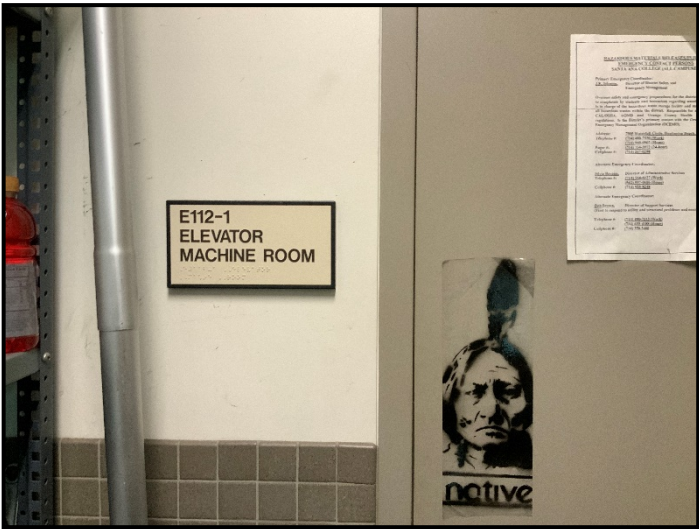


ATTACHMENT F: PHOTO EXHIBITS
SANTIAGO CANYON COLLEGE: BUILDING A





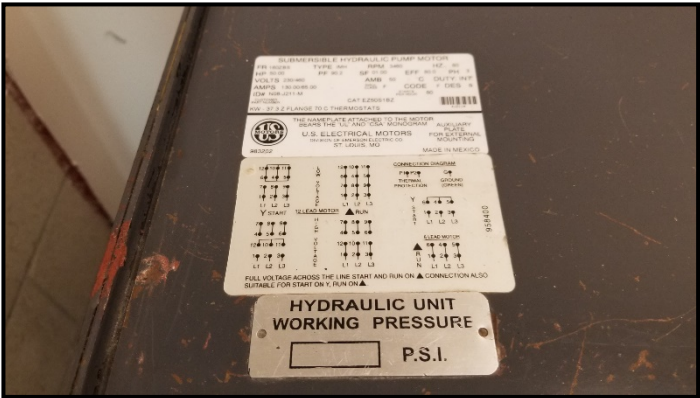
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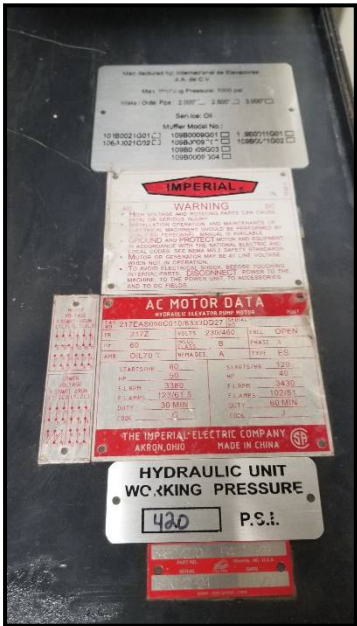
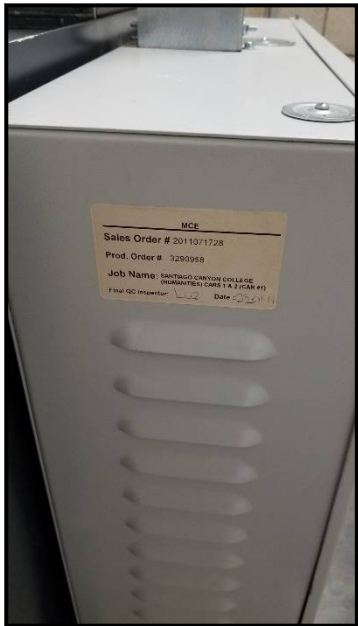
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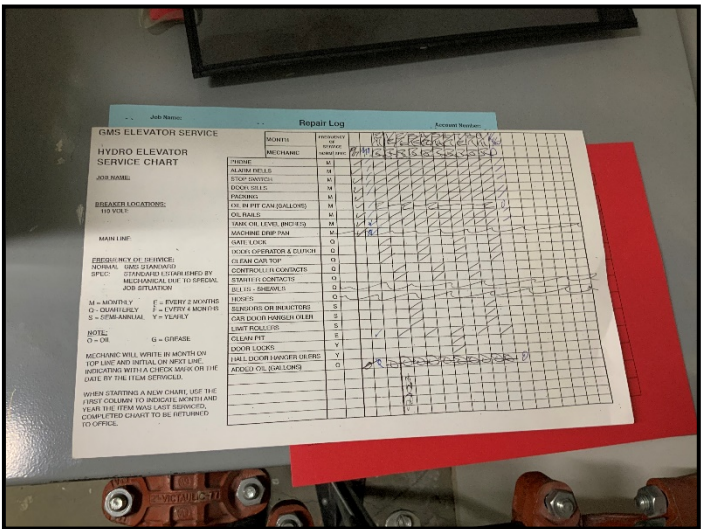
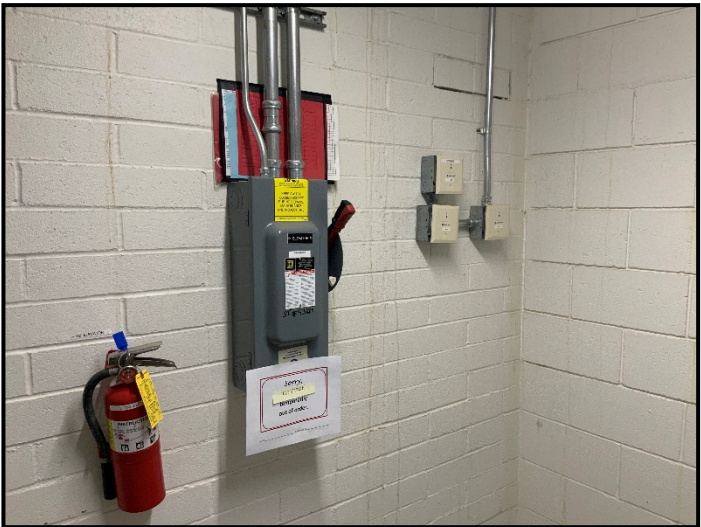
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SANTIAGO CANYON COLLEGE: BUILDING H - EXTERIOR



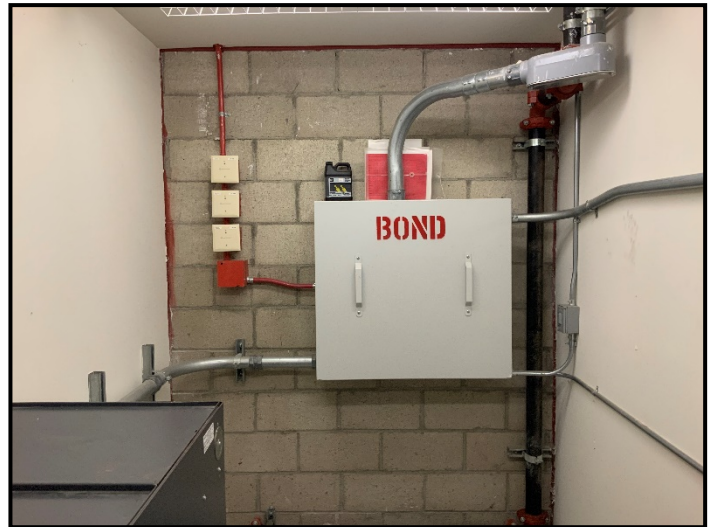
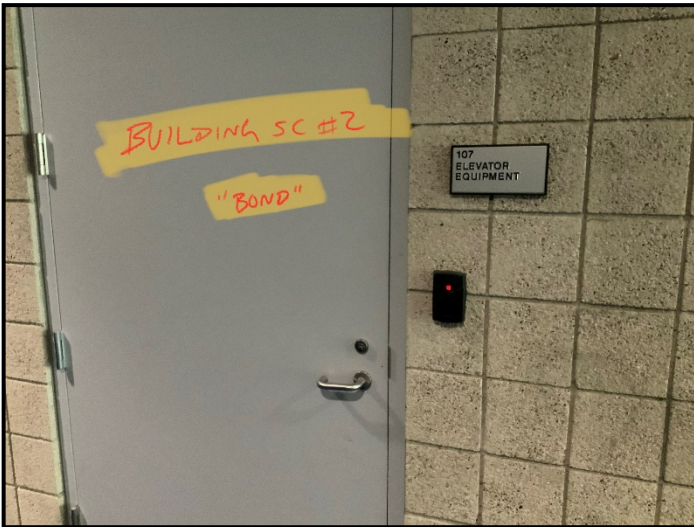
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SANTIAGO CANYON COLLEGE: BUILDING H - INTERIOR



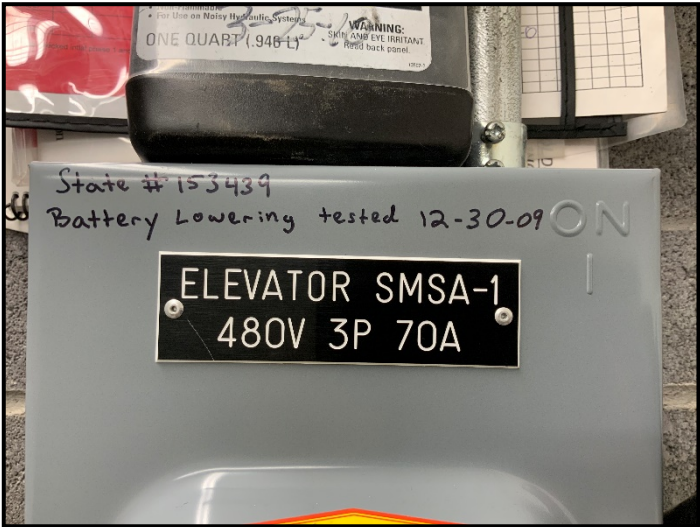
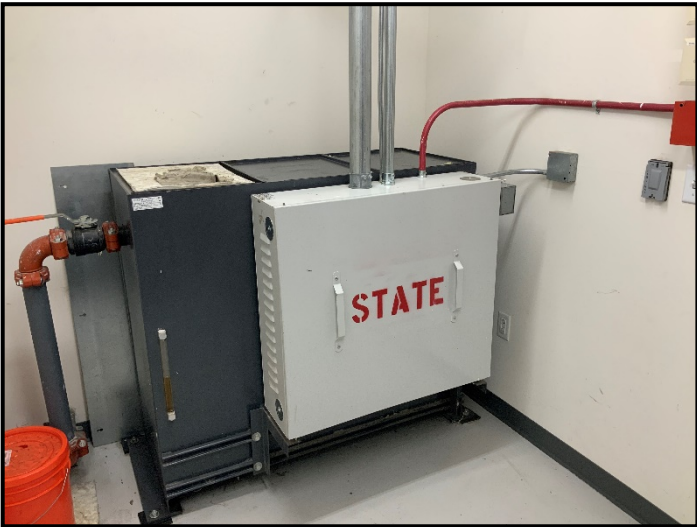
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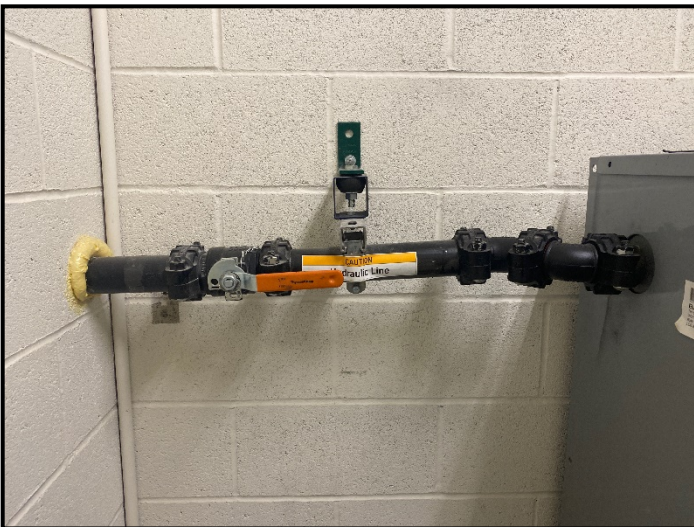
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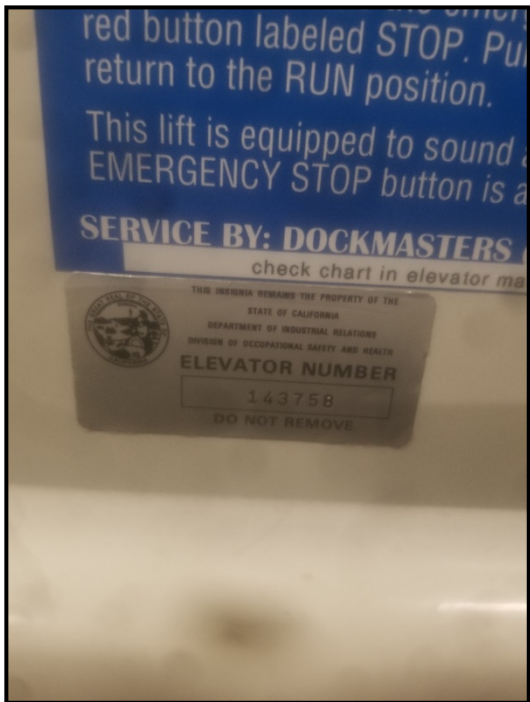
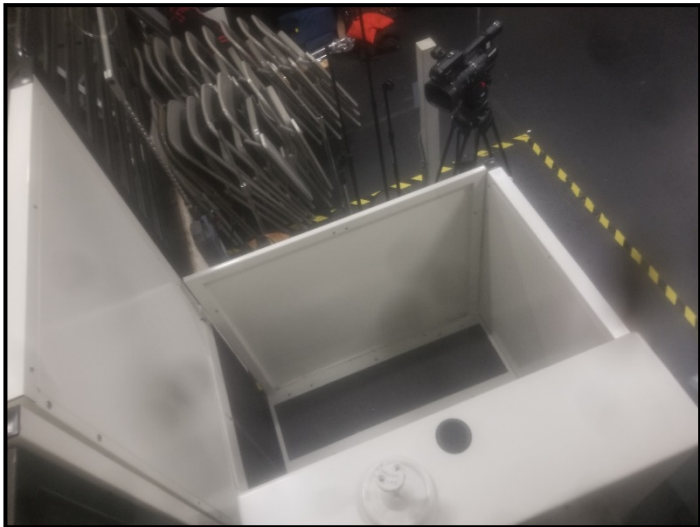
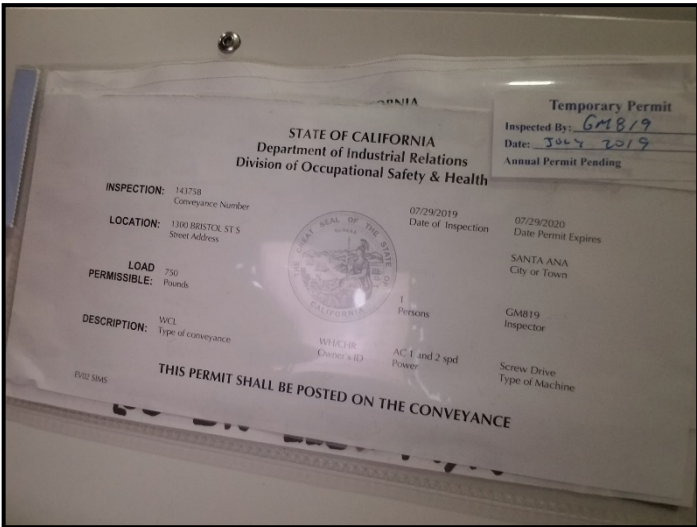
ATTACHMENT F: PHOTO EXHIBITS
SANTIAGO CANYON COLLEGE: BUILDING SC - STATE



**ATTACHMENT F: PHOTO EXHIBITS
DIGITAL MEDIA CENTER: MAIN ELEVATOR**



ATTACHMENT F: PHOTO EXHIBITS
DIGITAL MEDIA CENTER: WHEELCHAIR LIFT



**ATTACHMENT F: PHOTO EXHIBITS
DISTRICT OPERATIONS CENTER**

