



REQUEST FOR PROPOSAL

FOR

Unarmed Security Guard Services

**Solano County Transit (SolTrans)
Vallejo, California**

SOLICITATION NO. 2019-RFP-01

**PROPOSALS DUE
APRIL 30, 2019**

ISSUED FOR SOLICITATION

March 8, 2019

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I. NOTICE TO CONTRACTORS

NOTICE IS GIVEN that Solano County Transit “SolTrans”, a Joint Powers Authority, is requesting sealed proposals for Unarmed Security Guard Services from fully qualified firms, licensed by the State of California. All proposals shall be submitted in response to the conditions of this Request For Proposals for “Unarmed Security Guard Services (hereinafter referred to as RFP),” dated March 8, 2019, said RFP being on file in the offices of SolTrans located at 311 Sacramento Street, Vallejo, California, 94590.

The term of the resulting contract will be for a three year term with two (2) one-year option terms, exercised at SolTrans’ sole discretion.

Proposals must be contained in a sealed envelope and appropriately labeled as described in the Section entitled Schedule & Submittal Instructions. Proposals must be received at the offices of SolTrans, at or before 2:00 p.m. PST on April 30, 2019.

Proposals received after 2:00 p.m. PST on April 30, 2019 may be returned unopened.

A. Obtaining Documents

Proposal documents may be obtained in person at the SolTrans office at 311 Sacramento Street, Vallejo, California, 94590, or electronically at:

<http://www.soltransride.com/about-soltrans/doing-business-with-soltrans/procurements>

B. Vendor Registration & Addenda Request Form

Proposers and their subconsultants must complete the Vendor Registration & Addenda Request Form at the following link:

<http://www.soltransride.com/about/doing-business-with-soltrans/vendor-registration-form/>

If any Proposer has difficulty using or accessing the forms above please contact (707) 736-6990 for assistance, or you may contact the designated Project Manager for this solicitation at least 3 days prior to the deadline for submission of Proposals.

C. Validity of Proposals

Proposals and subsequent offers shall be valid for a period of not less than One-Hundred Twenty (120) days after proposal deadline.

D. Pre-Proposal Conference

A pre-proposal conference will be held on March 21, 2019, at 10:00 a.m. PST on the Second Floor of SolTrans’ Administration Building located at 311 Sacramento Street, Vallejo, CA 94590.

E. Proposal Inquiries and Contacts

Inquiries may be submitted via email, personal delivery or by mail (return receipt requested). Proposal inquiries submitted by personal delivery shall be deemed received at the date and time of delivery. SolTrans is under no obligation to consider any proposal inquiries that are not submitted as provided herein.

More information, and all communications regarding this Request for Proposal, including those seeking clarification of the RFP documents, must be submitted in writing (email preferred), and directed to:

Patricia Carr
General Services Manager
311 Sacramento Street
Vallejo, CA 94590
pat@soltransride.com
(707) 736-6990

All emails sent to pat@soltransride.com will receive a brief confirmation email after March 20, 2019, in return. PROPOSERS who do not receive a confirmation of their e-mails or questions by March 22, 2019. should contact Patricia Carr to confirm receipt or to resubmit questions and clarifications.

F. Equal Employment Opportunity and DBE/SBE Requirements

It is SolTrans' policy to ensure that Contractors shall not discriminate based on race, color, religious creed, national origin, ancestry, sex, physical disability or other protected class in the performance of SolTrans contracts.

Although there is no specific goal or requirement to include Disadvantage Business Enterprises (DBE) for this project, SolTrans highly encourages the participation of Disadvantaged Business Enterprises (DBE). SolTrans encourages all prime Contractors to utilize qualified SBE (Small Business Enterprise) sub-Contractors on SolTrans projects, and promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods or services sought is reasonable.

SECTION 1. GENERAL INFORMATION

1.1 Introduction

SolTrans is issuing this Request for Proposals (RFP) to select a Contractor using Best Value Procurement Guidelines for Unarmed Security Guard Services. The goal of this solicitation is to enter into a Contract with the firm that will be able to best meet SolTrans' needs.

SolTrans has prepared a Scope of Services (see Section 7) and a Sample Standard Contract (see Appendix A) that define the scope, performance standards, term, compensation mechanism, insurance requirements, and other contractual issues.

Proposers shall provide a clear, concise explanation of the proposer's capability to satisfy the requirements of this RFP and the attached Standard Contract. Each proposal shall be submitted in the requested format and shall provide all pertinent information, including but not limited to, information relating to the contractor's capability, experience, financial resources, management structure and key personnel, and other information as specified in Section Five (5) or otherwise required in this RFP.

Solano County Transit is referred to as "SolTrans". Proposers are referred to as the "PROPOSER" or "Bidder" or "Contractor" or "CONTRACTOR".

1.2 Organization of the RFP

The RFP is organized into seven (7) sections, and includes Appendices A, B and C.

Section 1 consists of information regarding the introduction and purpose, RFP organization, SolTrans' rights, PROPOSER responsibilities, contact restrictions, consequence of proposal submission, and cost of submitting proposals.

Section 2 contains background information, including relevant project and other related information.

Section 3 identifies the procurement schedule and proposal submittal instructions.

Section 4 provides instructions on the required content of the proposals.

Section 5 describes the evaluation and selection process and criteria.

Section 6 identifies the protest procedures.

Section 7 describes the type of services SolTrans is requesting to be performed.

The appendices contain additional information required for proposal preparation including the, the Sample Standard Contract (Includes Required Federal Clauses), Required Forms, and Price Proposal Form.

1.3 SolTrans' Rights

SolTrans' rights include, but are not limited to, the following:

- ❑ Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- ❑ Withdrawing, reissuing or modifying the RFP.
- ❑ Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- ❑ Executing a Contract with a PROPOSER on the basis of the original written proposal (without conducting interviews) and/or any other information submitted by the PROPOSER during the procurement process.
- ❑ Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or any part of any proposals, waiving any requirements of the RFP, as may be deemed to be in the best interest of SolTrans.
- ❑ Proposals shall be evaluated on a "Best Value" basis. This solicitation will utilize the Federal Transit Administration's (FTA) Best Practices Manual's definition of "Best Value" as follows:
"Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer deemed most advantageous and of the greatest value to the procuring agency.
- ❑ SolTrans may, but is not bound to, commence negotiations with selected PROPOSERS deemed by SolTrans to be within the "competitive range". The "competitive range" will consist of those proposals which have a reasonable chance, following committee evaluation of proposals in accordance with the published RFP evaluation criteria, of being selected for award. The competitive range may be selected and refined by the selection committee at any time following initial review of the written proposals.
- ❑ SolTrans reserves the right to audio and video record any and all live meetings, including conferences and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process. All recordings shall be deemed confidential until after the notice of intent to award is issued with the exception of open public meetings.

1.4 PROPOSERS' Responsibilities

It is the responsibility of each PROPOSER to:

- ❑ Examine this RFP, including all appendices and the attached Contract, thoroughly.
- ❑ Register as a SolTrans Vendor at www.soltransride.com/about-soltrans/doing-business-with-soltrans/vendor-registration-form.
- ❑ Become familiar with local conditions that may affect cost, permitting, progress, performance, or services described in this RFP.

- ❑ Consider all federal, state and local laws, statutes, ordinances, regulations and other applicable laws, rules and regulations that may affect costs, permitting, progress, performance, or services.
- ❑ Clarify, with SolTrans, any conflicts, errors, or discrepancies in this RFP prior to the Proposer Questions/Clarifications submission deadline as provided in the RFP Schedule.
- ❑ Agree not to collaborate or discuss with other PROPOSERS the content of the proposal or service fees proposed.
- ❑ Prior to submitting a proposal, each PROPOSER will, at his/her own expense, make or obtain any additional examinations, investigations, and studies; and obtain any additional information and data that may affect costs, permitting, progress, performance or furnishing of the project that PROPOSER deems necessary to determine its proposal.
- ❑ Each PROPOSER shall use mail, email or other delivery method or mechanism at its own risk, and SolTrans shall not be obligated to accept or respond to any submission that is delayed due to delivery failures.
- ❑ PROPOSERS may submit proposals for one or more areas as described in the scope of work. A separate proposal must be provided for each Scope of Work Category in which the Proposer wishes to compete.

1.5 Consequence of Submission of Proposal

The submission of a proposal will constitute a binding representation and warranty by the PROPOSER that the PROPOSER has reviewed all aspects of the RFP and its proposal; that the PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and requirements; that the PROPOSER has read and understands the RFP and has complied with every requirement; that without exception, the proposal is premised upon performing and furnishing the services and equipment required by this RFP and the attached Contract and such means, methods, techniques, sequences or procedures as may be indicated in or required by this RFP and the Contract; and that the RFP is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the project.

The submission of a proposal shall not be deemed an agreement between the PROPOSER and SolTrans. The proposal is a contractual offer by the PROPOSER to perform services in accord with the proposal. Specifically, the following provisions apply:

- ❑ SolTrans shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.
- ❑ Acceptance of a proposal by SolTrans obligates the PROPOSER to enter into a Contract with SolTrans for the performance of the services chosen by SolTrans at its sole discretion.
- ❑ The Contract shall not be binding or valid against SolTrans unless and until it is executed by SolTrans and the selected PROPOSER, and any required bonding, insurance, or other surety guarantee has been accepted by SolTrans.

- The proposals received shall become the exclusive property of SolTrans. At such time as a Notice of Intent to Award is issued, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public record, with the exception of those elements in each proposal which are trade secrets as that term is defined in Government Code section 6254.7 and which are so marked as “TRADE SECRET”, “CONFIDENTIAL” or “PROPRIETARY”. Every page of the proposal containing such information shall be clearly marked as such on the top of each page containing information corresponding to the designation. However, proposals that indiscriminately identify all or most of the proposal as exempt from disclosure with justification may be found technically unacceptable. SolTrans shall not in any way be liable or responsible to any PROPOSER or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of SolTrans or its officers, agents or employees.

1.6 Cost of Submitting Proposals

- The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the PROPOSER and shall not be chargeable in any manner to SolTrans. SolTrans will not reimburse any PROPOSER for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, participating in an interview, or negotiating a Contract with SolTrans.

SECTION 2. BACKGROUND

This section includes background information relevant to the scope of services. Please note that the data provided is for informational purposes only. SolTrans does not certify the accuracy of the information provided. PROPOSER should not rely on this section for developing proposals and service costs.

2.1 Agency Description

SolTrans is a Joint Powers Authority that provides public transportation to the Southern Solano County Cities of Vallejo and Benicia.

The SolTrans Joint Powers Agreement was approved in the Fall of 2010 by the City of Benicia, the City of Vallejo, and Solano Transportation Authority to build a unified public transit system in Southern Solano County. On July 1, 2011, SolTrans officially assumed responsibility for transit operations and all its related public transit programs, previously provided for by its member Cities of Vallejo and Benicia.

SolTrans provides local and express bus service to the Solano County Cities of Vallejo, Benicia and Fairfield, with express bus service connecting to the Contra Costa County communities of El Cerrito, Pleasant Hill and Walnut Creek, with regional connections to rapid transit service. There are currently 16 routes in operation. The SolTrans fixed route fleet consists of 21 diesel hybrids, 3 conventional diesel, and two new battery electric buses for local service and 21 over-the-road buses for express service, of which 10 are powered by compressed natural gas and the remainder are diesel-powered.

In addition to fixed route service, SolTrans provides ADA complementary paratransit bus service, general public dial-a-ride service within Benicia, and administers a Local Taxi Scrip Program and partners with Solano County agencies in the Intercity Taxi Scrip Program. Solano County's Intercity Taxi Scrip Program is an innovative, award-winning program that provides direct service between cities in Solano County for ambulatory ADA Paratransit qualified individuals.

Organizational Structure

There are staff that work directly for SolTrans located at 311 Sacramento Street, Vallejo Transit Center ("VTC"). The Agency contracts with National Express Transit ("NEXT") to perform the operations and maintenance functions of the transit system. There are approximately 100 Next employees who consist of drivers, road supervisors, dispatchers, customer service representatives, mechanics for vehicle, bus stop maintenance, and maintenance of the operation and maintenance facility at 1850 Broadway Street, Vallejo. Customer service functions are performed at VTC as well as at the operations and maintenance facility.

2.2 Project Description

SolTrans is seeking competitive proposals from qualified firms, licensed by the State of California, to provide unarmed, fixed post coverage Security Services for its Transit property located in downtown Vallejo, California at 311 Sacramento Street, and Mobile Security for the SolTrans Park and Ride lot located at 801 Curtola Parkway, also located in Vallejo.

The resulting contract will be for a three-year term with two (2) one-year option terms, exercised at the sole discretion of SolTrans.

SECTION 3. SCHEDULE & SUBMITTAL INSTRUCTIONS

3.1 Schedule

SolTrans will attempt to adhere to the following schedule. This schedule may change due to unforeseen circumstances and at the sole discretion of SolTrans. Changes will be conveyed to proposers at the earliest opportunity possible through a written addenda.

Activity	Date
Request For Proposal Release Date	MARCH 8
Pre-Proposal Conference	MARCH 21; 10:00 A.M. PST
Deadline for written Clarifications/Questions	APRIL 5; 2:00 P.M. PST
SolTrans Responses to Clarifications/Questions	APRIL 12
Proposals Due from Offerors	APRIL 30; 2:00 P.M. PST
Proposal Review, Scoring	MAY 1 - 2
Interviews (If Required) & Negotiations	MAY 3 & 6
Projected Notification of Intent to Award Date	MAY 7
Projected Contract Start Date	JULY 1

All dates following proposal submission date are estimated and are subject to change.

3.2 Proposal Submission Requirements

Sealed proposals must be received by SolTrans, in accordance with the Notice to Contractors and the RFP Schedule listed in Section 3.1. If not previously delivered by mail, proposals may be hand-delivered to the SolTrans Ticket Office at the address below, on the due date and time listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Proposals shall be in sealed packets labeled “2019-RFP-01 Unarmed Security Guard Services” to:

Patricia Carr
General Services Manager
311 Sacramento Street
Vallejo, CA 94590
Pat@soltransride.com
(707) 736-6990

Proposals should be limited to 25 pages unless otherwise specified in the Solicitation. This 25 page limitation does not include SolTrans Forms and Certifications, resumes and price proposal. Standard marketing materials and brochures are also not included as part of the page limitation and are discouraged.

□ Technical Proposal

Three (3) hard copies of the proposal and one (1) electronic PDF copy on a USB flash drive must be received by SolTrans by the RFP Proposal due date and time listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Technical proposals must be in a sealed envelope and marked "Technical Proposal for 2019-RFP-01 Unarmed Security Guard Services". Proposals received after the specified date and time provided in the Notice to Contractors shall be considered late and may not be considered for award.

□ Price Proposal

Three (3) hard copies of the proposal and one (1) electronic PDF copy on a USB flash drive must be received by SolTrans by the RFP Proposal due date and time listed in the Notice to Contractors and the RFP Schedule listed in Section 3.1. Price Proposals must be in a separate sealed envelope and labeled "Price Proposal for 2019-RFP-01 Unarmed Security Guard Services" Proposals received after the specified date and time provided in the Notice to Contractors shall be considered late and may not be considered for award.

3.3 Proposal Content Requirements

All proposals must include the following in the following order:

A. Cover letter that provides the following information:

- a. Name, address, and telephone email and fax number of PROPOSER and key contact person.
- b. Description of type of business organization (e.g., corporation, partnership, limited liability company, including joint venture teams and subcontractors) submitting proposal.
- c. Name of entity that would sign a Contract if one is negotiated for this project.
- d. A written statement warranting that the requirements of the project as described in this RFP, its appendices and all addenda, by listing all addenda and dates received hereto, have been reviewed and the PROPOSER has conducted all necessary due diligence to confirm material facts upon which the proposal is based.
- e. A written statement acknowledging validity of the proposal contents, costs, and services fees for a period of 120 days after the submission deadline.
- g. An officer or agent of the PROPOSER who is duly authorized to bind the company to the proposal must sign the cover letter.

- B. Executive Summary** (not to exceed 2 pages) that highlights the major elements of PROPOSER'S qualifications and proposal. All information should be provided in a concise manner.
- C. Responses to all required elements requested in Section 4.** The proposal responses shall be organized in identifiable sections as outlined in Section 4 of this RFP, so that all requested information can be readily found.
- D. Completion and inclusion of all required forms (as listed in Appendix B).** All PROPOSERS must complete, sign and include all required forms in their proposal. Any proposal that does not contain the required forms may be deemed non-responsive.
- E. Price Proposal (Submitted in Separate Sealed Envelope).** All PROPOSERS must complete, sign and include the Price Proposal Forms provided in Appendix C. Proposals that do not use this form may be deemed non-responsive.
- F. All pages** of the proposal must be numbered for reference.

SolTrans may waive any immaterial technical variations in its sole discretion.

3.4 Pre-Proposal Conference

A pre-proposal conference (if appearing in the Notice to Contractors and RFP Schedule) will be held at the time and place indicated in the Notice to Contractors. Questions received in writing, as well as any other questions brought up at the conference, will be answered, to the extent possible, at that time.

<http://www.soltransride.com/about/doing-business-with-soltrans/procurements/>

Any changes, interpretations, or clarifications considered necessary by SolTrans in response to PROPOSER's written questions will be posted online at the above website address as addenda. Only answers issued in writing and/or posted on the SolTrans website by SolTrans will be binding on SolTrans. Oral and other interpretations or clarifications including those provided at the pre-proposal conference will be without legal effect.

3.5 Written Questions

PROPOSERS may submit written questions and requests for clarification or additional information regarding the meaning or intent of the RFP content, its process and appendices. Written questions and requests for clarification must be received no later than 2:00 p.m. on the date listed in the RFP Schedule.

The preference for method of submission of written questions is via email to the following SolTrans staff:

Patricia Carr
General Services Manager
pat@soltransride.com

SolTrans will not respond to questions received after the time and date listed in the RFP Schedule. Due consideration will be given to the time it may take to respond to SolTrans' final responses to questions. All written questions and answers between SolTrans and PROPOSERS, including changes, interpretations, or clarifications considered necessary by SolTrans will be documented and posted online as addenda at the website address provided in Section 3.4 above.

Only answers issued in writing and/or posted on the SolTrans website by SolTrans will be binding on SolTrans. Oral and other interpretations or clarifications, including those provided at the pre-proposal conference will be without legal effect.

3.6 Proposal Clarifications/Interviews

SolTrans reserves the right to base its decision solely on the written proposals without performing interviews. PROPOSER may be asked to clarify proposal information through writing or interviews. The clarification period will begin when the proposals are submitted. PROPOSERS shall be prepared to attend an interview with the Evaluation Committee, ***only if one is required***. The PROPOSER's selected team or individual must be available to answer questions at the interview and may be questioned individually.

SolTrans reserves the right to audio and/or video record any and all live meetings, including conferences and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process.

The interview, only if interviews are required, will occur in accordance with the RFP Schedule. The PROPOSER will be advised of the specific time and place. PROPOSERS will be provided information with regard to specific accommodations that will be made when they are provided the specific place and time of interviews. **Submission of a proposal does not guarantee the Proposer an interview.**

3.7 Accuracy in Reporting Requested Information

Information submitted as part of the proposal will be subject to verification. Inaccurate information or information that is misleading will, at the sole discretion of SolTrans, be grounds for removal of a proposal from further consideration. Should a PROPOSER be awarded a Contract as a result of this RFP, inaccurate or misleading information included in the proposal and subsequently discovered by SolTrans will be, at SolTrans' sole discretion, grounds for default.

SECTION 4. PROPOSAL REQUIREMENTS

4.1 Performance Requirement

The successful PROPOSER (hereafter “CONTRACTOR”) will be required, at all times during the terms of the Contract, to perform all services diligently, carefully, and in a professional manner; and to furnish all labor and supervision, as required under the Contract. Any proposal submitted must be for the entire scope of services. The CONTRACTOR shall conduct all work in the CONTRACTOR’s own name and as an independent contractor, and not in the name of, or as an agent for SolTrans.

4.2 Content of Technical Proposals

The following items must be included in the PROPOSER’s technical proposal for it to be considered complete and responsive.

A. Executive Summary

B. Documentation of Qualifications, Related Experience, and Past Performance

This section of the proposal should demonstrate the ability of the Contractor to satisfactorily perform the required work by way of its demonstrated competence and experience in the services to be provided; the nature and relevance of similar work currently being performed or recently completed within the past five (5) years; competitive advantages over other firms in the same industry; strength and financial stability.

Provide resumes of qualifications describing the background and experience of each member of the proposed project team. Include a summary of the licenses and experience of each individual and the services to be provided by each individual.

PROPOSER shall include two organizational charts. The first chart illustrating the firm’s staffing structure, including duties/titles and the second chart illustrating the names, reporting structure, brief job description, and number of years with PROPOSER’s firm for each of the proposed project team. If the scope of work or services is limited to work that does not require a team, then the charts are not required.

C. Client References

Provide a client reference list of no less than three (3) government clients for which the PROPOSER provides or has provided similar services as those requested by SolTrans. Client references shall be current (where PROPOSER is currently providing services to the client) or recent (where within the past five calendar years PROPOSER has provided services to the client). The Client reference contact information shall include name of agency, contact person, telephone numbers, and a valid email.

D. Personnel Recruitment, Retention, and Training

This section of the proposal should describe in detail how new and replacement personnel are recruited, hired, and trained. Include your firm's hiring and training procedures, programs, and plan that will be required for all employees and the method by which adherence will be ensured (e.g. interviewing, drug testing, background checks and reference checks). SolTrans retains under its agreement the successful Contractor the right of approval of all persons performing work under the Agreement.

E. Technical Approach and Work Plan to Providing Services

Describe your firm's approach, capacity, and management philosophy towards providing the scope of services described in the RFP. Describe the security services and the components of security service your firm proposes to provide to SolTrans.

This section should establish the Contractor's understanding of SolTrans' objectives and requirements, ability to meet the objectives, and provide a concise work plan for how this will be accomplished. Include detail of how security guard personnel is used to diffuse potential volatile situations. Proposed response times for requests for security services. Proposed performance standards. Use of technology and equipment in providing security services. Proposed staffing by site and assignment of work within the project team. Ability to meet SolTrans' proposed start date, schedule hours, and days of service.

The descriptions should demonstrate your firm's and your team's experience relevant to the scope, costs, conditions and delivery method of the work or projects listed in this RFP.

F. Implementation Plan

The PROPOSER shall include an Implementation Plan. This plan shall address, at a minimum, the activities and procedures that will be followed to ensure the smooth start-up of the project. The plan should also document training schedules, start-up plan, and acquisition of necessary personnel, equipment, permits, licenses and any other activities necessary to start and complete the work outlined in the scope of services.

G. Certifications, Forms and Declarations (Appendix B)

PROPOSER shall sign and complete the following forms:

1. Certification Regarding Lobbying
2. Non-Collusion Affidavit for Contractor
3. Certification Regarding Debarment, Suspension, and other Responsibility Matters
4. Drug Free Workplace Certification
5. Listing of Subcontractors

4.3 Content of Price Proposal

The following items must be included in the PROPOSER's price proposal for it to be considered complete and responsive.

A. Price Proposal

PROPOSER shall provide Price proposals which shall include proposed amounts for the project as described. PROPOSER shall also provide the hourly rate charged as requested for in the price proposal form in Appendix C. Hourly rates shall include but not limited to all overhead, benefits, profits, taxes, and insurance. Price proposals shall be submitted in a separate sealed envelope and clearly marked as the Price Proposal.

Price Proposal must be submitted using the form provided in Appendix C.

4.4 Insurance

Insurance must be provided for in accordance with the provisions of the Sample Contract in Appendix A.

4.5 Willingness to Accept Proposed Arrangements

Submission of a proposal constitutes an offer to enter into a binding legal contract with SolTrans on all of the terms specified in this RFP, including Appendix A - Required Forms, and Appendix B - Draft Standard Contract.

SECTION 5. EVALUATION AND SELECTION

5.1 Evaluation and Selection Process

Proposals submitted in response to this RFP will be evaluated by the Evaluation Committee established by SolTrans, in accordance with the criteria and procedures set forth in this Request for Proposals. This section incorporates those rights and procedures noted in RFP Section 1.3 - SolTrans' Rights.

The primary desire of SolTrans for this procurement is to ensure an award will be made based on the highest quality of service that best matches SolTrans' requirements using the Best Value methodology.

The Evaluation Committee will submit its recommendation to the SolTrans Board of Directors for an award to be made based upon the Evaluation Committees' determination of the responsible Proposer whose proposal is most advantageous to SolTrans.

5.2 Evaluation Criteria

The following items constitute the evaluation criteria (and their respective weights), which SolTrans will use in evaluating proposals submitted in response to this RFP.

Qualifications, Related Experience and Past Performance (20%)

Qualifications of project staff, project manager, and key personnel; Experience and past performance of the firm and its employees, agents, and subcontractors specifically assigned to this project performing work of similar nature; Experience working with public agencies; strength and stability of the firm.

Personnel Selection, Retention, and Training Program (25%)

Adequate staffing levels with appropriate skills and qualifications to provide the proposed services, with a retention plan and training program in place to ensure stability with regard to the contract and security guards assigned to each location.

Understanding of Scope and Approach to Providing Services (25%)

Understanding of the Agency's requirements and all critical elements of the work described in the scope of services; Overall approach, quality, clarity and specificity of work plan for the proposed services.

Cost (25%)

Reasonableness of the hourly rates and total price; Competitiveness of price proposal with other offers received; adequacy of data in support of the rates and prices quoted.

Completeness of Response (5%)

Completeness of response in accordance with the RFP instructions and requirements.

PROPOSERS who remain in the competitive range following the initial evaluation of written proposals may be invited (only if interviews are required) to demonstrate their qualifications, experience and project approach before the Evaluation Committee. There will not be a separate “interview” score. The Evaluation Committee may raise or lower criteria scores based on information and clarifications gained during the interview process. Reasons for such changes will be documented.

SolTrans reserves the right to make an award solely on a PROPOSER’s’ written proposal alone, and is not required to conduct interviews.

5.3 Notification to Unsuccessful PROPOSERS

All PROPOSERS shall be notified of SolTrans Evaluation Committee’s recommendations by way of a Notice of Intent to Award (this will serve as the final committee recommendation) within five (5) working days of said recommendation.

SECTION 6. PROTEST PROCEDURES

6.1 Definitions

The following terms, as may be used in this section, are defined below:

- a. "Proposal" refers to an offer or proposal as used in the context of this Request for Proposals.
- b. "Day" refers to working day of SolTrans, where SolTrans Administrative Office, located at 311 Sacramento Street is open to the public.
- c. "Date of Notification of Intent to Award" refers to the calendar date that SolTrans communicates to PROPOSERS which proposing firms, corporation, partnership or individual are recommended for award.
- d. "File" or "Submit" refers to date and time of receipt by SolTrans of protest materials.
- e. "Interested Party" means an actual or prospective PROPOSER whose direct economic interest would be affected by the award of Contract or by failure to award Contract.
- f. "Protester" refers to interested party filing a protest or appeal.
- g. "FTA" means Federal Transit Administration.

6.2 Protest Procedures

Filing Procedure:

Protests dealing with restrictive specifications or alleged improprieties in solicitation must be filed no later than ten (10) working days prior to bid opening or closing date for receipt of proposals. Any other protest must be filed no later than three (3) working days after:

1. Notification of Intent to Award is issued for award of contract if the contract is awarded by SolTrans Board per staff recommendation; or
2. Notification of Award is issued if the SolTrans Board has delegated award authority to the Purchasing Agent or SolTrans Board does not award the contract according to the Notification of Intent to Award.

Protests shall be in writing and addressed to the Executive Director.

The protest shall identify the protestor, contain a statement officially declaring a protest and describing the reasons for the protest, and provide any supporting documentation. Additional materials in support of the initial protest will only be considered if filed within the time limit specified above. The protest shall indicate the ruling or relief desired from SolTrans.

Confidentiality:

Materials submitted by a protester will not be withheld from any interested party, except to the extent that the withholding of information is permitted or required by law or regulation. If the protest contains proprietary material, a statement advising of this fact may be affixed to the front page of the protest document and the alleged proprietary information must be so identified wherever it appears.

Withholding of Award:

When a protest is filed before opening of bids or closing date of proposals, the bids will not be opened prior to resolution of the protest, and when the protest is filed before award, the award will not be made prior to resolution of the protest, unless the Awarding Authority determines that:

- a) Items to be procured are urgently needed, or delivery or performance will be unduly delayed by failure to make award promptly; or
- b) Failure to make award will cause undue harm to SolTrans.

In the event an award is to be made while a protest is pending, the Federal Transit Administration shall be notified if Federal funding is involved.

Processing the Request:

- a) The Executive Director shall respond to the protester within five (5) working days of receiving the protest. A conference on the merits of the protest may be held with the protester.
- b) Any additional information required by SolTrans from the protester shall be submitted as expeditiously as possible, but no later than three (3) days after receipt of such request.

Notification:

The Executive Director shall notify the protester of a decision regarding the protest no later than ten (10) days following receipt of all relevant information.

Appeal:

If a protester is not satisfied with the decision made by the Executive Director the protester may appeal the decision to the Awarding Authority by way of a letter to the Executive Director no later than three (3) working days after notification of denial of the protest by the Executive Director. If Federal funds are involved, the protester may file protest with the FTA appealing the final decision of the Awarding Authority. Review by FTA will be limited to:

- a) Violation of Federal law or regulations.

b) Violation of SolTrans' protest procedures described herein, or failure by SolTrans to review protest.

Protests must be filed with FTA (with a concurrent copy to SolTrans) within five (5) days after the Awarding Authority renders a final decision, or five (5) days after the protester knows, or has reason to know, that the Awarding Authority failed to render a final decision. After five (5) days, SolTrans will confirm with FTA that FTA has not received protest on the contract in question.

Circular 4220.1F, the FTA's Third Party Contracting Guidance, is available for review at SolTrans' office. A copy may be obtained from FTA at the following address:

Federal Transit Administration
Region IX
201 Mission Street – Suite 2210
San Francisco, California 94105

SolTrans shall not be responsible for any protests not filed in a timely manner with FTA.

In the event an award is to be made while a protest is pending, the FTA shall be notified if Federal funding is involved.

SECTION 7. SCOPE OF SERVICES

NOTE: For the purposes of Section 7 “Scope of Work,” the term “Contractor” or “Consultant” represents the successful PROPOSER

7.1. General Information

- 7.1.1 SolTrans is seeking competitive proposals from qualified firms to provide unarmed, fixed post and mobile Security Guard Services for its Transit properties; Curtola Park and Ride Hub, the Vallejo Transit Center.
- 7.1.2 The Contractor is also asked to submit an optional/additional proposal and pricing for 2 additional sites; Sereno Transit center and the Operations and Maintenance facility. Information on these sites is listed in section 7.5 below. Proposals should include frequency of patrol, hours and cost.
- 7.1.3 The Contractor is to provide all personnel, training, resources, materials, vehicles, equipment and field supervision to provide the highest caliber of security services for the protection of employees, customers and assets.
- 7.1.4 The Contractor will be required to provide Soltrans with documents confirming Security officers’ pay rates and benefits.
- 7.1.5 The intent of this specification is to describe SolTran’s expectations for security services without necessarily describing each individual task in all -inclusive detail; therefore, the Contractor shall be expected to understand the task and demonstrate their ability to fulfill the stated requirements in its bid proposal.
- 7.1.6 The Contractor must follow all OSHA and SolTrans safety standards while on SolTrans property performing this work.
- 7.1.7 The hours of operations and schedules may be modified during the term of the agreement based on transit service requirements

7.2. Transit Property Locations and Hours of Operation

- 7.2.1 Vallejo Transit Center is located at 311 Sacramento Street, Vallejo. It is the major transfer center and open 24 hours per day, 365 days per year.
- 7.2.2 Curtola Park and Ride Hub located at 801 Curtola Parkway in Vallejo is staffed Monday through Friday from 05:30 to 22:00. We currently have no security staff on weekends and major holidays.

7.3. SolTrans designated Major Holidays

- 7.3.1 New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

7.4. Transit Property and Mobile Security Guard Schedules

- 7.4.1 Vallejo Transit Center (VTC) – One fixed post guard 24/7, 365 days per year.
- 7.4.2 Curtola Park and Ride Hub – One mobile (vehicle) guard 14 hours per day 5 days per week; excludes SolTrans designated major holidays listed in 3.1 and the Friday after Thanksgiving.

7.4.3 Annual Service Hours July 1, 2019-June 30 2020

	Mon-Fri	Sat	Sun	Holiday	Total annual Hours by site
VTC	6144	1272	1248	168	8832
Curtola	3584	0	0	0	3584

7.5. Optional Site Information (Additional/Optional Cost Item)

- 7.5.1 Sereno Transit Center located at 750 Sereno Drive, Vallejo has bus traffic from 05:30 to 21:00 Monday through Saturday. There is no service on major holidays
- 7.5.2 Operations and Maintenance Facility at 1850 Broadway in Vallejo is a secured location that houses our dispatch, fueling and bus maintenance operations. It is open from 04:00 to 01:00 7 days a week. It is closed on major holidays.
- 7.5.3 Mobile Security Guard Schedules for Optional Sites
 - a. Sereno Transit Center (STC) – One drive-by guard to make a site visit 8 times per day between 06:00 and 21:00. Check for unusual activity, damage/vandalism and unsecured doors.
 - b. Operations and Maintenance (O&M) – One drive by guard to make a site visit through the employee parking lot 4 times between the hours of 22:00 and 04:00 noting any abandoned vehicles, squatters or unauthorized loiterers

7.6. Point of Contact

- 7.6.1 During the term of this contract the SolTrans Liaison will be the General Services Department Manager or their designee.
- 7.6.2 SolTran’s Liaison(s) will be responsible for monitoring the contract to ensure the Contractor meets high professional standards and the terms of the contract, projects a professional and alert demeanor and responds effectively to security-related concerns.

7.7. Security Guard Requirements

- 7.7.1 All Security Officers utilized for SolTrans must meet the following general requirements:
 - a. Must possess all necessary certificates as required by the State of California, Department of Consumer Affairs, and local regulations as applicable.
 - b. Must be properly trained prior to performing any duties required under the Contract.
 - c. Be at least twenty-one (21) years of age. This requirement may be waived for veterans of military service.
 - d. Be in good general physical health and able to stand and/or walk for an entire shift. The work requires frequent and prolonged walking, standing,

sitting and some running. Also, the post positions are located outdoors and experience heat and cold of the region. Accordingly, physical stamina in all forms, (mental, climate-related, etc.) is a basic requirement of this position.

- e. Be able to speak, read and write English in a clear concise manner and be able to read, understand and apply printed rules and directions.
- f. Has the ability to meet and interact positively and courteously with the general public.
- g. Exhibits and maintains poise and self-control and an ability to make sound decisions and react quickly under stressful conditions.
- h. Ability to effectively de-escalate potential hostile person(s) or situations.
- i. Be familiar with and implement procedures and protocols for responding to medical emergencies, bomb threats, riots, fires, earthquakes, hazardous spills and suspicious packages.
- j. Be familiar with and implement procedures for receiving and forwarding requests for maintenance.
- k. Security Officers shall not use cell phones except as required to perform their duties or while on breaks.
- l. The following persons are not qualified to work a Security Officer under this contract:
 - Officers who do not possess the required certifications or training specified in this agreement.
 - Officers removed for cause any time during this agreement.

7.8. Duties

- 7.8.1 The Officer on Duty will need to be relieved by another guard before leaving their post. Information from the previous shift needs to be communicated to the relieving guards including but not limited to; injuries, vandalism or damage to property, security incidents, maintenance requests, unattended bags or packages and requests from Soltrans Staff. On Duty meal periods may be taken for break and lunch periods at fixed post assignments. Each post has a restroom and adequate breakroom area on site.
- 7.8.2 Security Officers will always be required to wear appropriate security uniforms while on duty. Footwear and Uniform shall be kept clean and in good condition.
- 7.8.3 The contractor's security badge and name tag will be worn on the outside of the uniform on the exterior garment. The officers shall also wear safety vests provided by the Contractor which easily identifies them as Security Officer.
- 7.8.4 The Fixed Post Security officer shall be located at the Vallejo Transit Center. They are expected to:
 - a. Protect the safety of persons on the Site.
 - b. Prevent and minimize fire, theft, damage and trespass on SolTrans property.
 - c. Observe and report any unusual incidents or hazardous conditions.

- d. Complete rounds of assigned facilities to ensure all access doors are secured.
- e. Open the restroom doors to the public upon request. Restroom doors are to remain locked throughout the day to reduce the incidence of damage and vandalism.
- f. Utilize a smart phone or similar device to maintain daily activity reports and create incident reports and/or facility maintenance reports.
- g. Security officers shall be polite, respectful, courteous and responsive to employees, visitors and customers.

7.8.5 Mobile Security officer - Contractor will provide mobile security services to project a security presence, which includes operating a vehicle to perform patrol, inspection and security at Curtola Park and Ride hub.

- a. The contractor must have adequate personnel on reserve to provide coverage for the hours designated in 4.2.
- b. Duties of the mobile patrol officer will include checks for unsafe conditions, hazards, security violations, and unauthorized persons; inspects buildings and grounds. The officers are required to drive slowly around Agency properties to detect suspicious behavior, vandalism and deter individuals from unauthorized access.
- c. The Security officer can be called on to protect evidence in the event of accidents, emergencies, or security investigations; set up barriers and signage, and provides direction or information to others.
- d. Observes and reports incidents or suspicious activity.
- e. Responds to incidents of fire, medical emergency, bomb threat, suspicious and unattended items and other incidents.
- f. Utilize a smart phone or similar device to maintain daily activity report and create incident report and/or facility maintenance report.

7.9. Performance Standards

7.9.1 A monthly meeting will be held between the Contractor and Soltrans, with the objective of exchanging information and reviewing Contractor performance.

7.9.2 Contractor must ensure that assigned Security Officer coverage is appropriate and sufficient to meet SolTrans requirements under this Agreement.

7.9.3 Contractor must furnish and maintain all uniform items for all Security Officers provided to perform the services required by this contact, including outdoor clothing appropriate for the weather, along with necessary PPE safety and equipment.

7.9.4 The contractor will furnish a vehicle for the Mobile Security Officer that must be clearly marked with the Contractor company logo and is equipped with a rotating

beacon on the roof. Supplemental lighting (spotlight) to illuminate dark areas should be installed on the vehicle.

- a. Fuel and maintenance of the vehicle is the responsibility of the contractor.
- b. The vehicle will be clean, and the interior maintained in an orderly and professional appearance.
- c. All safety equipment on the vehicle must be maintained and in compliance with the California Vehicle Code.

7.9.5 Field supervisors will be assigned to observe, monitor and coach the performance of all the Security officers assigned to Soltrans. A minimum of one weekly documented session with each officer is required and will be reviewed at the monthly performance meeting.

7.9.6 Supervisors will immediately respond to on-site emergencies as appropriate and provide support as needed.

7.9.7 All Security Officers shall immediately report any incidents involving bodily injury, fire, theft and other incidents that involve fire, law enforcement and health authorities to SolTrans. All verbal incident reports shall be immediately followed up with written reports describing the incident in detail and submitting it to SolTrans General Services no later than the following business day. Incidents requiring more lengthy investigations and follow-up will have an initial report submitted within 24 hours or the next business day. Regular updates to the report will be made until it is complete.

APPENDIX A
SAMPLE SOLTRANS STANDARD CONTRACT

SolTrans Standard Contract is attached as APPENDIX B. It is not formatted like the rest of the RFP, and has been incorporated as a “Stand Alone” PDF document into the RFP. In limited circumstances SolTrans may, but is not bound, to make changes to the Standard Contract. Any requested changes to the contract must be addressed prior to submission of the proposal. Conditional proposals are not typically accepted, and may be rejected as non-responsive to the proposal. Reviewing the standard contract is important, and proposers will be bound by their submission, under the terms of this standard contract.

**APPENDIX B
REQUIRED FORMS**

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CERTIFICATION REGARDING LOBBYING

49 CFR PART 20-Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Name and Title of Contractor's Authorized Official

_____ Date

NON-COLLUSION AFFIDAVIT FOR CONTRACTOR

STATE OF CALIFORNIA

COUNTY OF SOLANO

_____ declares and says:

1. That he/she is the (owner, partner, representative, or agent) of _____, hereinafter referred to as (CONTRACTOR) or (SUBCONTRACTOR).
2. That he/she is fully informed regarding the preparation and contents of this proposal for certain work to be provided SolTrans and located in Vallejo, California.
3. That his/her proposal is genuine and is not collusive or a sham proposal.
4. That any of its officers, owners, agents, representatives, employees, or parties in interest, including its affiliates, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other CONTRACTOR, firm, or person to submit a collusive or sham proposal in connection with such contract or to refrain to submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other CONTRACTOR, firm, or person to fix the price or prices in said proposal, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against SolTrans or any person interested in the proposed contract; and,
5. That the price or prices quoted in the proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the CONTRACTOR or any of its agents, owners, representatives, employees, or parties in interest, including its affiliate.

I certify (or declare) under penalty of perjury, that the foregoing is true and correct.

Dated this _____ day of _____, 20_____.

Signed: _____ Title: _____
(signature of authorized official)

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING RESPONSIBILITY MATTERS

The Primary Participant _____(Name of CONTRACTOR) certifies to the best of its knowledge and belief, that it and its principals:

- a. Have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- b. Are not presently under indictment for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (a) of this certification; and
- c. Have not within a three year period preceding this proposal had one or more public transactions or contracts (Federal, state or local) terminated for default.

If the primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT, _____(Name of CONTRACTOR) CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature of Authorized Official

Title

DRUG-FREE WORKPLACE CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

Firm Name _____ Federal ID # _____

Signature of Authorized Official

Date Executed

Printed Name

Title of Authorized Official

Telephone Number

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

LISTING OF SUBCONTRACTORS

The CONTRACTOR declares that it has contacted the subcontractors listed below, and has made arrangements covering hourly rates and other terms which may materially affect the Contract, contingent upon successfully entering into a contract with SolTrans, with the following subcontractors:

	Name/Address of Subcontractor	DBE? yes/no	Amount of Subcontract	Description of Work
1.				
2.				
3.				
4.				
5.				
6.				

NOTE: The above DBE/EEO Affidavit is part of CONTRACTOR'S Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this DBE/EEO Affidavit.

SIGNATURE

DATE

TITLE

COMPANY NAME

VENDOR REGISTRATION & ADDENDA REQUEST FORM

Proposers and their subconsultants must complete the Vendor Registration & Addenda Request Form at the following link:

<http://www.soltransride.com/about/doing-business-with-soltrans/vendor-registration-form/>

If any Proposer has difficulty using or accessing the forms above please contact (707) 736-6990 for assistance, or you may contact the designated Project Manager for this solicitation at least 3 days prior to the deadline for submission of Proposals.

**APPENDIX C
COST PROPOSAL FORM**

Price reasonableness will be used as a part of the evaluation Price / Cost evaluation. Cost Proposal Forms includes the Hourly Rate Sheet, Supplemental Cost Detail Sheet, and Total Proposed Annual Price Sheet. Offerors must complete, sign and submit all three sheets.

HOURLY RATES

Enter below the proposed price for Security Services as described in the Scope of Services, Section 7 of the RFP. Pricing shall be provided in a ‘rate per hour’ form and must be all inclusive (including but not limited to profit, taxes, benefits, minimum wage, transportation, fees, surcharges, training/certifications and uniforms).

Vallejo Transit Center - Unarmed Fixed Post Security Guard				
Term	Standard Hourly Rate (M-F)	Saturday	Sunday	Holiday Rate
Year One	\$	\$	\$	\$
Year Two	\$	\$	\$	\$
Year Three	\$	\$	\$	\$
Option Year 1	\$	\$	\$	\$
Option year 2	\$	\$	\$	\$

Curtola Park & Ride Lot - Unarmed Mobile (Vehicle) Security Guard				
Term	Standard Hourly Rate (M-F)	Saturday	Sunday	Holiday Rate
Year one	\$	\$	\$	\$
Year Two	\$	\$	\$	\$
Year Three	\$	\$	\$	\$
Option Year 1	\$	\$	\$	\$
Option year 2	\$	\$	\$	\$

Optional Sites - Unarmed Mobile (Vehicle) Security Guard				
Term	Standard Hourly Rate (M-F)	Saturday	Sunday	Holiday Rate
Year one	\$	\$	\$	\$
Year Two	\$	\$	\$	\$
Year Three	\$	\$	\$	\$
Option Year 1	\$	\$	\$	\$
Option year 2	\$	\$	\$	\$

SUPPLEMENTAL COST DETAIL SHEET

Please provide a breakdown of all the costs that make up offeror's proposed hourly rates in the table below.

Cost Category	Year One	Year Two	Year Three	Opt. Year 1	Option Year 2
Security Guard Hourly Rate	\$	\$	\$	\$	\$
Benefits	\$	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$	\$
Overhead	\$	\$	\$	\$	\$
Profit	\$	\$	\$	\$	\$
Total Rate/Hour	\$	\$	\$	\$	\$

TOTAL PROPOSED ANNUAL PRICE

Total Annual Amounts without Optional Sites		
Term	Period of Performance	Total Annual \$
Year One	7/01/2019 – 6/30/2020	\$
Year Two	7/01/2020 – 6/30/2021	\$
Year Three	7/01/2021 – 6/30/2022	\$
Option Year 1	7/01/2022 – 6/30/2023	\$
Option Year 2	7/01/2023 – 6/30/2024	\$
5 Year Grand Total		\$

Total Annual Amounts with Optional Sites		
Term	Period of Performance	Total Annual \$
Year One	7/01/2019 – 6/30/2020	\$
Year Two	7/01/2020 – 6/30/2021	\$
Year Three	7/01/2021 – 6/30/2022	\$
Option Year 1	7/01/2022 – 6/30/2023	\$
Option Year 2	7/01/2023 – 6/30/2024	\$
5 Year Grand Total		\$

THE OFFEROR HEREBY ACKNOWLEDGES RECEIPT OF AND AGREES THAT IT HAS READ AND UNDERSTOOD THE ENTIRE PROPOSAL, AND ITS COST PROPOSAL IS BASED ON THE SCOPE OF WORK AND TERMS PROVIDED IN THE SOLICITATION AS MODIFIED BY THE FOLLOWING ADDENDA (IF ANY):

#1 _____ #2 _____ #3 _____ #4 _____ #5 _____ (Please Initial)

IN COMPLIANCE WITH THIS SOLICITATION, THE UNDERSIGNED OFFEROR HAVING EXAMINED THE REQUEST FOR PROPOSAL AND BEING FAMILIAR WITH THE CONDITIONS TO BE MET, HEREBY SUBMITS THE ATTACHED. AN INDIVIDUAL AUTHORIZED TO BIND THE COMPANY MUST SIGN THE FOLLOWING SECTION. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Signature of Authorized Official: _____ **Date:** _____

Title: _____

Print Name: _____