



**PURCHASING DEPARTMENT
CITY OF HUNTINGTON BEACH
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648-2702**

11-0503
Quotation Number
Show this number on outside of
your envelope.

REQUEST FOR QUALIFICATIONS

Please enter your company name and address

**Date Released: April 20, 2011
Bids will be received until 4:00pm
May 3, 2011
at the office of the Purchasing
Division 1st Floor City Hall
Marilyn Goldstein
<mailto:mgoldstein@surfcity-hb.org>**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
<p>The City of Huntington Beach is requesting bids for various Painting Services on an as needed basis for all locations throughout the city facilities per attached bid specifications.</p> <p>There is no guaranteed minimum amount of services to be provided. The contractor will occasionally be required to work non-traditional hours ie., hours other than 8:00am – 5:00pm, Monday through Friday and weekends. The City of Huntington Beach expects quality work that may exceed minimum industry standards.</p> <p>Awarded service provider must provide the required insurance stated in RFQ under Insurance Requirements. This agreement is effective for one year from the date on the Purchase Order. At the option of the City, the agreement may be extended for additional one year periods not to exceed two (2) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Los Angeles-Anaheim-riverside All Urban consumer Price Index (CPI) or any relevant successor for the Orange County area</p>				

Bidder shall signify receipt of all Addendums here, if any:

Addendum Number	Date Received	Bidder's Signature

Please quote your most competitive pricing, INCLUDING ANY GOVERNMENT OR CO-OPERATIVE AGREEMENT PRICING.

“PIGGYBACK” CLAUSE. Bidder shall indicate below if he will extend the same prices, terms and conditions of his bid to other public agencies: Yes No. Bidder’s response to this question will not be considered in award of bid. When the Bidder extends the prices, terms, and conditions of this bid to other public agencies, the contract shall be between Bidder and the other agencies, and the City of Huntington Beach shall bear no responsibility or liability for the contracts.

Submission of Responses: Each submittal shall be in a sealed package marked” BID#11-0503 . Bids must be submitted not later than 4:00pm to: Buyer: Marilyn Goldstein City of Huntington Beach/Purchasing Division, 2000 Main St, PO Box 190, Huntington Beach CA 92648

All quotations must be signed

Total _____

Signature

SalesTax _____

Delivery to be made on or before:

Print Name

Total _____

Company Name

Terms _____% _____ days

Email: _____

or _____ days from receipt of order.

Title

Date

Phone Number

**EMAIL AND FAXED
BIDS ARE NOT ACCEPTED**

THIS IS NOT AN ORDER



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INSTRUCTION TO BIDDERS
ALL ADDENDUMS WILL BE POSTED ON THE CITY WEBSITE
www.huntingtonbeachca.gov

ALL PAGES OF THE BID MUST BE RETURNED

Any questions regarding the specification, exceptions or approved equals must be put in writing to the above buyer. If the bidder is responding from our Website you must notify the appropriate buyer, which is listed on the front page of the RFQ. This is to notify the bidder of any addendums that may occur during the bidding process.

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

EXAMINATION OF BID Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

DISCREPANCIES IN BID DOCUMENTS Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the Buyer five (5) business days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

ORAL STATEMENTS The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

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RIGHT TO REJECT City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

SAMPLES Samples if items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

PRICES Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. Any proposed pricing adjustment shall be submitted to the City Representative in writing at least thirty (30) days prior to the proposed date of increase. All quotations must be FOB delivered.

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SUBMISSION DATE AND WITHDRAWAL OF BIDS Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division



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receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

AWARD OF CONTRACT The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City



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1. Contractor Qualification Requirement:

The contractor shall demonstrate capability to execute this contract by submitting evidence of the following:

- a. Contractor shall have been in the commercial Painting business for a minimum of 5 years, and have available a minimum workforce depending on job.
- b. **Contractor must have EPA Lead Certification. Certifications must be enclosed with bid document.**
_____ **Yes**
- c. Ability to perform the contractual services as reflected by technical training and education; general experience, and specific experience in providing the required supplies, materials, equipment or contractual services; and the qualifications and abilities of personnel proposed to be assigned to perform the contractual services; the personnel, equipment, and facilities to perform the contractual services currently available or demonstrated to be made available at the time of contracting.
- d. Listing of at least three references with other Government Agencies or large companies within the last 2 years. Include the name, email address, address and telephone number.
- e. The Contractor shall use only skilled workmen who are trained and experienced in the necessary crafts and familiar with the specifications and methods needed to properly perform the work required by this project.

2. Form of Guarantee – Warranty

- a. All work shall be covered by the standard one (1) year guarantee from the date of substantial completion, and the material per the manufacturer's warranty.
- b. The contractor shall remove any and all defective work and replace with material that meets specification requirements.

3. Protection of Work and Property

- a. Nothing contained in the specifications shall be interpreted as giving the contractor exclusive use of the premises where the work is to be performed.
- b. The contractor shall be held solely responsible for any and all damage to the existing structures; systems, equipment and site caused by him or his employees and shall repair or replace it to their original condition as directed at no additional cost to the Agency. The work in this contract shall not interfere with the normal conditions and safe operation of the Facility and if such interference appears possible because of new connections to existing work or other reasons, the work involved must be done at a time and in a manner directed by the Facility as a part of the contract.
- c. All building equipment, furnishings, grounds landscaping, etc., shall be protected from damage of every description and any such damage thereto shall be repaired or otherwise made good at no expense to the City and to the satisfaction of the Facility Representative.
- d. The contractor shall supply and install any and all protective coverings and barricades necessary to protect at all times the public and building personnel and the building from injury. The contractor shall provide and install all plastic sheeting, batten cleats and other materials, which he may require to protect all open, unfinished work at the end of each and every day.
- e. The contractor shall be held responsible for, and must make good at his own expense, any water damage or any other cause of damage due to improper protection.
- f. The contractor shall, during the progress of the construction, assume all responsibilities for loss or damage by fire to the work included in his contract until completion of the contract. No flammable material shall be stored in the structure in excess of the amounts allowed by the authorities.
- g. The contractor is responsible to assure that all work is performed in accordance with all current State regulations including, but not limited to, OSHA, State Fire Codes, 2001 California Building Code and all Huntington Beach Codes.
- h. The contractor will at all times keep the premises free from the accumulation of waste materials or rubbish caused by his employees or work. All accumulated material shall be removed from the site daily at the contractor's expense. Contractor is responsible for the security of the facility. All entrances accessed by the contractor after hours shall be secured after each form of egress.



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- i. Construct barriers to prevent dust from construction areas from entering patient-care areas. Barriers must be impermeable to fungal spores and in compliance with local fire codes.
- j. Seal off and block return air vents if rigid barriers are used for containment. Implement dust control measures on surfaces and divert pedestrian traffic away from work zones.
- k. If necessary, create negative air pressure in work zones adjacent to work space areas and insure that required engineering controls are maintained. Monitor negative airflow.
- l. Monitor barriers and insure integrity of it. Repair gaps or breaks in barrier joints.
- m. If practical, seal windows in work zones.
- n. Direct pedestrian traffic away from construction zones.
- o. Provide construction crews with: Designated entrances, corridors and elevators if possible, essential services (e.g., bathroom facilities) and a space for changing clothing and storing equipment.
- p. Contractor shall clean work zones and their entrances daily.
- q. Contractor shall cover and secure debris prior to removal from the construction area.
- r. For major repairs that include removal of walls and disruption of the space within, the contractor shall use plastic sheets or prefabricated plastic units to contain dust and a HEPA (High Efficiency Particulate Air) filter machine to clean the air.
- s. Upon completion of the project, contractor shall clean the work zone according to facility procedures, prior to removing the construction barriers.
- t. Due to the nature of this Facility, it is required that all rules and regulations be strictly adhered to and the Facility's schedule must be maintained. The contractor shall keep the City's representative informed as to location and hours of operations so that necessary precautions can be taken if needed.

4. Fire Protection

- a. The contractor shall, during the progress of construction, assume all responsibilities for loss or damage by fire to the work included in his contract until completion of the contract. No flammable material shall be stored in the structure in excess of amounts allowed by the authorities. No gasoline shall be stored in or close to any building at any time.
- b. The contractor shall not, at any time, for any reason, or by any means, block, impede or inhibit the free flow of egress for example hallway and exit doors.
- c. The Contractor shall ensure free and unobstructed access to emergency services and for fire, police, and other emergency forces.
- d. The contractor shall ensure that additional fire-fighting equipment and trained personnel are on site as required by OSHA and other regulatory authorities.
- e. The Contractor shall prohibit his employees from smoking in the buildings, or in the areas adjacent to construction areas.
- f. The Contractor shall develop and enforce storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.
- g. The Contractor shall provide and maintain his own independent portable toilet accommodations (unless approved otherwise).
- h. The contractor shall supply to the agency a copy of all Material Safety Data Sheets (MSDS) for all products used in the process of construction, construction materials and products brought onto the premises.
- i. The Contractor shall secure and his unfinished work areas at the close of business each day to preclude passage by any and all unauthorized persons.

5. Security Regulations, Tools/Equipment Control & Vendor Conduct & Working Hours

- a. The following regulations and guidelines are "general" in nature and vendor(s) may be subject to more restrictive regulations and guidelines while performing work in any one of the facilities.
- b. All tools are to be accounted for at all times.
- c. At NO time shall tools or equipment be left unattended.
- d. At the end of the day, tools left behind MUST be secured with a padlock.



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- e. Work days shall be Monday through Friday from 8:00am to 5:00pm exclusive of City observed Holidays. No Saturday or Sunday work will be allowed without special written permission.
- f. **EMPLOYEE CONTACT** - Contractors shall NOT have any contact with employees, exception to be employees that are involved with the work to be performed.
- g. **WEAPONS & ILLEGAL SUBSTANCES** - NO Weapons, Alcohol, or Drugs shall be brought onto facility and smoking provisions should comply with California Government Code Sections 7596-7598 (within 20 feet of entrances, exits and operable windows).
- h. **SAFETY** - All injuries shall be immediately reported to the work crew supervisor and City representative. All workers shall remove ignition keys and lock their vehicles. No parking in fire lanes. Egresses cannot be blocked. No disruption to fire alarm/fire suppression systems without prior notification/approval. The integrity of the building cannot be tampered with.

6. Salvage and Disposal

- a. All removed materials that are salvageable (copper or lead) are the property of the City and shall be delivered to and accepted by the City representative at a time mutually agreeable to the contractor and the City representative.
- b. All debris resulting from the performance of this contract will be the property of the contractor and shall be completely picked-up and containerized at the building site not less frequent than at the close of business daily.
- c. The Contractor for this project shall provide the dumpster to receive all debris generated as a by-product of the work called for herein. The Contractor shall cover the dumpster at the close of business each and every day.

7. **Wage Rate** – This is non prevailing wage rate

8. **Bonds** – Performance Bond may be required depending on job being done.



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Hourly rates charged for work order: - Non Prevailing Wage

JOURNEYMAN \$_____per hr.

APPRENTICE \$_____per hr.

JOURNEYMAN \$_____per hr. (Overtime)

APPRENTICE \$_____per hr. (Overtime)

Normal Hours (From ____A.M. To ____P.M.)

Material Costs:

The maximum material mark-up the City will pay is:

< \$500.00 + 15% trade price or published contractor price Bidder's mark-up
> \$500.00 + 12% trade price or published contractor price Bidder's mark-up

Material invoices are to be included with billing statements.

Sample Proposal:

16 Hours X \$_____ (Normal Hourly rate for Journeyman)= \$_____

5 Hours X \$_____ (Overtime Hourly rate for Journeyman)= \$_____



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**Unit Prices
 General Painting Work**

Description	Unit Price	Units of Measure
Sand Blasting	\$	SQFT
Exterior Painting for Stucco/Plaster and Concrete	\$	SQFT
Exterior Painting for Wood	\$	SQFT
Exterior Painting for Metal Work	\$	SQFT
Interior Painting for Enamel Woodwork	\$	SQFT
Interior Painting Acoustical Ceiling	\$	SQFT
Interior Painting for Plaster/Enamel	\$	SQFT
Interior Painting for Exposed Gypsum Board	\$	SQFT
Interior Painting for Exposed Concrete	\$	SQFT
Interior Painting for Metal Work	\$	SQFT
TOTAL SUM OF UNIT PRICES (BASE BID AMOUNT)	\$	



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Painting Specifications

Exterior & Interior Surfaces

All exterior surfaces - Contractor shall use a steam cleaning system with vacuum extraction of the rinse water to an onsite wastewater cleaning system that removes oil, grease, metals and solids. Pretreated waste rinse water shall be discharged to the sanitary sewer. Offsite treatment and disposal of waste rinse water is unacceptable. Any chemical solvents or cleaning products used in the cleaning process must be approved by the City of Huntington Beach for sewer discharge or removed from the waste rinse water during the pretreatment process. The Contractor shall pick-up all liquid rinse water, leaving minimal residual surface moisture, and shall provide containment devices to prevent runoff from entering gutters and drains. No pollutants or cleaning stream may enter adjacent vegetation, storm drain systems or waterways. "Zero Discharge" shall be maintained at all times and shall comply with both Federal and State Guidelines per title 22.

Oil & Water Based Products

Surfaces intended for coating should be clean, sound, and uniform in nature. To achieve maximum coating life, surfaces should be cleaned of dirt, grease, rust, and moisture. Sharp edges, irregular areas, cracks, and holes should be repaired before application.

When filling masonry, plaster, metal, wood, or wallboard, the area should be cleared of loose debris. Apply compound with a putty knife or trowel and smooth off the surface so it is slightly convex to allow for shrinkage.

All nicks, gouges, scrapes, and damage to trim should be filled with filler, sanded, and smoothed. All holes shall be filled with filler, sanded, and smoothed. Any items that are protruding shall be set, then filled, sanded, and smoothed.

Wood

Wood preparation; remove all window screens and caulk trim where screen meets window frame. All loose wood to be re-nailed including fascia, soffit, siding, trim and moldings.

Removal by any dirt, dust, grime, oils, mildew and loose paint by power washing or hand washing. Scraping of all loose or "flaking" paint. Spot priming of all bare wood and new wood using a primer. Caulking with silicone latex around doors and windows and small cracks. Large holes and cracks to be caulked using an exterior ten (10) year caulk. Old caulk that is loose or cracked will be removed. Caulk all wood-to-wood and wood-to-stone/brick joints and window-to-wood or – stone joints.

All wood preparation to include but not limited to; fascia, windows, trim, handrails, siding, balconies, doors, light poles paint, painting, contractor, services, finish, paint, metal, primer, latex, faux, decorative, decorate, caulking, caulk, sprayer, brush, brushes, oil-based, water-based, exterior, paint, painting, contractor, services, finish, paint, metal, primer, latex, faux, decorative, decorate, caulking, caulk, sprayer, brush, brushes, water-based, exterior, interior, roll, roller.

Metal

Metal Preparation; for painting, paint, painting, contractor, services, finish, paint, metal, primer, caulking, caulk, sprayer, brush, brushes, water-based, exterior, interior, roll, rollers.

All metal items to be scraped, wire-brushed and sanded by hand tool and power tool, as to remove all rust. Areas of preparation will then be primed using a rust oxide industrial primer.



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All metal preparation to include, but not limited to; handrails, doors, metal fences & gates, gutters & downspouts, electrical boxes, stair tread pans, exposed flashing, light posts, chimney caps, transformer boxes, paint, painting, contractor, services, finish, paint, metal, primer, caulking, caulk, sprayer, brush, brushes, oil-based, water-based, exterior, interior, roll, rollers.

Stucco

Stucco and concrete Preparation; for painting, paint, painting, contractor, services, finish, paint, primer, caulking, caulk, sprayer, brush, brushes, water-based, exterior, interior, roll, rollers.

All stucco and concrete items to be scraped, wire-brushed and sanded as to remove all rust. Areas of preparation will then be primed using a rust oxide industrial primer.

All stucco and concrete preparation to include, but not limited to; stair treads walls, horizontal and vertical surfaces, paint, painting, contractor, services, finish, paint, metal, primer, caulking, caulk, sprayer, brush, brushes, oil-based, water-based, exterior, interior, roll, rollers.

Painting

Dark colors and Deep Colors: regardless of number of coats specified, apply as many coats as necessary for complete coverage.

All painting to include, but not limited to; paint, painting, contractor, services, finish, paint, metal, primer, caulking, caulk, sprayer, brush, brushes, oil-based, water-based, exterior, interior, roll, rollers.

Painting is to include application at manufacturers' specifications using minimum of two (2) coats for maximum coverage unless otherwise specified.

Paint to be applied using an airless sprayer or brush and roll method and is to cover the following; fascia, soffit, handrails, gutters & downspouts, doors, windows, stair tread pans, electrical boxes, trim, recreational buildings, transformer boxes, decks, pump buildings, light poles, pickets.

All paintwork shall be given at least a one-year warranty on materials and labor.

Painting work shall be done in a manner that will create as little disturbance as possible to the patrons and employees.

The paint used will be high quality and must be approved by the City Representative prior to start up.

All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.

The contractor must provide a preliminary schedule of all work before undertaking a painting project. The contractor is responsible to coordinate changes in this schedule with the owners or management to insure that inconvenience to the facility is held to a minimum.

The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers, adequately supervised, shall be allowed to work on painting projects.

All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.



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Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

All work shall be subject to the approval of the City Representative. The contractor prior to final approval and payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the contractor's negligence.

Paint Protection and Clean Up

Paint, painting, contractor, services, finish, paint, metal, primer, caulking, caulk, sprayer, brush, brushes, oil-based, water-based, exterior, interior, roll, rollers.

Wherever surface preparation, or finish painting is being performed, all walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected. Drop cloths shall be used liberally wherever needed for this protection with special attention to vehicles.

All painting related debris shall be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes.

All paint flakes and wood pieces are to be removed from common areas including walkways, flowerbeds, parking lot, etc.

Painting brushes and other painting tools are to be cleaned offsite and in accordance with all applicable rules.

Painting Safety:

All ladders are to be taken down daily and stored in a safe place away from any and all traffic areas.

Wet paint signs and roped off areas will be clearly marked wherever necessary.

All unpainted areas are to be masked off or draped including shrubs, trees, flower beds and personal property.

All cars in the area of spray work are to be moved or covered.

All workers are to take the necessary precautions to prevent any injury to themselves, the patrons, employees, or the property.

Any injury on the job must be reported to the City's Representative within (24) hours from the time of the accident or injury.

Any additional work uncovered during the normal painting process shall be reported immediately to the City Representative. This is to include but is not limited to; rotted wood, damaged structural supports, roof leaks and damage (soffit & fascia), rusted stair tread pans.

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AWARD OF CONTRACT The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

Insurance Certificate is not required with submittal of Request for Quotation. Awarding vendor will be required to submit for approval before commencement of work.

CITY OF HUNTINGTON BEACH

Email: Justin.Wessels@surfcity-hb.org
Phone: 714-374-5378 Fax: 714-536-5212

Insurance Requirements vary for different applicants. Please see the below listed applicant types followed by the insurance requirements.

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

1. CONTRACTORS – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.

Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

2. DESIGN PROFESSIONALS- Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.

Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

3. LICENSEES/LESSEES – any person or entities who make contract with the city for the use of public property.

Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement

4. PERMITEES – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.

Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

5. Professional Services – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage

Private Property Work Permit Requirements – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

- **General Liability (G/L)** – The general liability requirement is for \$1,000,000 with “per occurrence” type claims coverage and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. (see below for Additional Insured requirements)
- **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers and employees. The endorsement should include the policy number it correlates to.
- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.
- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.
- **Automotive Insurance** – Automobile insurance requirement is for \$1,000,000 and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.
- **Worker’s Compensation Insurance (W/C)** – The Worker’s Compensation insurance requirement is the State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:
 City of Huntington Beach, 2000 Main St., Huntington Beach, CA 92648.
 If your organization/company has no compensated employees working on the project, you may complete and return a “Non-Employer Status” form to be used in lieu of a W/C insurance certificate.
- **Cancellation Clause Notice** – The cancellation clause must contain a thirty (30) day notice. A ten (10) day notice for non-payment of premium is acceptable in combination with 30 day notice.
- **Professional Liability** – Coverage must be provided at a minimum of \$1,000,000 per occurrence and in the aggregate.
- **Deductibles**– The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :
 - **General Liability** - \$5,000
 - **Auto Liability** - \$1,000
 - **Professional Liability/Errors & Emissions** - \$10,000
- **Waiver Procedure** – If unable to comply with a requirement, the “INSURED” may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. (see following page for waiver form) ***The exception to the waiver is the G/L & Auto “Additional Insured Endorsement” page.***
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Waiver Procedure

To request a waiver, indicate here and provide a brief description (1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).

For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: _____

Encroachment Permit Private Property Work Permit Consultant Services

Other: _____

Proposed Work: _____

Dollar Value: _____

Projected Timeframe: _____
