

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR PROPERTY CONDITION ASSESSMENT RFP # 21-1003

Issue Date: October 13, 2020

Pre-Bid Site Walk: October 23, 2020 at 10:00 a.m. local time

Pre-Bid Question Deadline: October 28, 2020 at 5:00 p.m. local time

Bid Deadline: November 6, 2020 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: shane.young@visitsandiego.com

Procurement Contact: Shane Young
Procurement & Contracts Administrator
Email: shane.young@visitsandiego.com
Phone: (619) 782-4392

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies to provide a Property Condition Assessment (“PCA”) of the San Diego Convention Center. For full details of the scope of work, see Section 3 – Scope of Work.

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. Emailed Bids are due prior to the Bid Deadline indicated above and must be delivered to shane.young@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

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Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (PDT)
Bid Issue	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	October 13, 2020	3:00 p.m.
Pre-Bid Site Walk	111 West Harbor Drive, San Diego, CA 92101	October 23, 2020	10:00 a.m.
Deadline for Pre-Bid Inquires	Email: shane.young@visitsandiego.com	October 28, 2020	5:00 p.m.
Responses to Inquires Posted	Posted: https://visitsandiego.com/work-with-us/vendors/current-opportunities	October 30, 2020	5:00 p.m.
Bid Deadline	E-Mail Proposals to: shane.young@visitsandiego.com	November 6, 2020	5:00 p.m.
Bid Evaluation & Shortlist Determination	Consultant will be notified by E-Mail	November 9, 2020	TBD
Shortlist Interviews	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	November 12, 2020 or November 13, 2020	TBD
Final Evaluation	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	November 16, 2020	TBD
Notice of Intent to Award (contingent on approvals)	Consultant will be notified by E-Mail	November 17, 2020	TBD
Budget Committee Approval	Internal Approval Process	Late November	TBD
Board of Directors Approval	Internal Approval Process	Early December	TBD
Anticipated Award Date	Consultant will be notified by E-Mail	Mid-December	TBD

Section 2 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted, and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **PRE-BID MEETING:** Attendance at the pre-bid site walk is **optional**. If you are interested in attending, Email shane.young@visitsandiego.com to confirm attendance and obtain directions for the meeting location.
4. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
5. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **email** to shane.young@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
6. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
7. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.

- 8. REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director, Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a consultant selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.
- 9.** The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 10. PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
- 11. NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 12. BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:

 - A. Price – 35%**
 - B. Comparable Projects – 30%**
 - C. Company Resume – 15%**
 - D. Project Schedule – 10%**
 - E. Interview Presentation (if shortlisted) – 10%**
- 13. CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the Consultant must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
- 14. DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:

 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
- 15. DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.

16. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
17. **SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
18. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation's approval.
19. **INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Consultant shall maintain, at their sole expense, insurance coverage for the Consultant, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

20. **DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.
21. Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder's personnel shall be subject to disqualification.
22. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
23. **CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation's Board of Directors approval where required, and subsequent execution of the Corporation's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
24. **CHANGE ORDERS:** In the event Corporation determines to change the SOW to either delete or add work to be performed by the Consultant or the materials to be provided for the SOW, the Consultant shall prepare a Change Order setting forth in detail the changes to the SOW, the cost associated with the changes, and the amount by which the GMP will decrease or increase. Corporation shall have the right to approve or disapprove the change order. Change Order Requests shall not exceed a markup percentage of Ten Percent (10%).

Section 3 – Scope of Work

The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies to provide a Property Condition Assessment (“PCA”) of the San Diego Convention Center. The original San Diego Convention Center was opened in 1989 and the expansion was opened in 2001. The selected consultant (“Consultant”) shall assess the San Diego Convention Center with an emphasis on the building envelope. Consultant shall provide the data and information in electronic format(s). A written project summary report will also be required.

The primary purpose of the PCA is to observe and report on the physical condition of the subject property’s existing buildings including structures and systems. This is to be accomplished by review of documentation, discussions with property management personnel and local building code enforcement authorities, and performing a walk-through of the property. A report is to be prepared that includes opinions of probable costs to remedy any discovered significant physical or design deficiencies. The PCA services will be performed in general accordance with ASTM E 2018-15 protocols.

Intended Outcomes:

- Identify routine and/or deferred maintenance.
- Identify systemic deficiencies.
- Determine remaining useful life (RUL) of all major building systems.
- Identify capital replacement needs.
- Develop prioritized list of repairs.
- Propose maintenance and capital plan.

Consultant shall provide an individual condition assessment of the San Diego Convention Center as scheduled. The data and analysis are to be used to develop a report which documents and prioritizes a comprehensive repair, alteration, and improvement budget for extending building life for 25 years. This report will provide a foundation of the Corporation’s ability to integrate these modernization and/or deficiency and/or remediation requirements into the capital improvement program where appropriate, or ensure the City of San Diego has all the information needed to potentially add certain aspects to the city capital improvement program i.e. structural defects.

Consultant shall provide a complete, visual, non-destructive evaluation of the entire San Diego Convention Center (exterior and interior) components, and building systems with an emphasis on the building envelope. Generally stated, Consultant shall:

- 1) Assess the 25 – year-forward condition of the San Diego Convention Center associated with the components, systems, and elements described herein.
- 2) Estimate and prioritize building budgets and summarize conditions issues.
- 3) Identify cost effective and/or necessary and/or appropriate repair and replacement options to correct defects and defective conditions, or to provide lifecycle replacement/repair and modernization projects anticipated over a 25 year horizon of anticipated building use.
- 4) Highlight the highest priority needs at the San Diego Convention Center while potentially also meeting with the Corporation as well as the City and its representatives regarding asset planning needs and capabilities.
- 5) Each building (Original Building and Expansion Building) shall have an executive summary (building overview). Report at large to have single executive summary which will summarize findings.

- 6) Develop a preventative maintenance plan with projected material and labor costs and a schedule of maintenance activities which details and summarizes each preventative maintenance activity by frequency, maintenance type, building system type, labor classification and projected hours, and labor costs per activity and maintenance per year.

Consultant shall review all documentation both at the site and through the City. Corporation and City will make available to Consultant all documentation so Consultant is able to provide in electronic format or hard copy (As the Corporation and City deems appropriate or available).

Consultant shall conduct a field survey and assessment of the San Diego Convention Center while employing existing architectural floor plans. Prior to the survey, Consultant shall review Corporation's provided building status data (age, historical status, construction type, square footage, materials, user/tenants, and functional areas such as offices, breakout rooms, halls, ballrooms, public spaces both internally and externally, mechanical/electrical rooms, etc.). These tasks shall involve coordinating with building and/or city representatives to review legacy-information associated with the documents and/or with the building.

The assessment will consist of a non-intrusive visual assessment of the San Diego Convention Center and its components. It is expected that generally all aspects of the buildings will be made assessable, including provision to gain access to the roof, interior areas, mechanical areas, electrical rooms and common areas.

The assessment techniques will follow the ASTM standards for property condition assessments and consist of a visual assessment of those components that are readily accessible and visible. Component elements to be considered include:

- 1) Building elements and systems shall include the conveyor systems (elevators, etc.), plumbing systems (fixtures, domestic water distribution, sanitary waste, rain water drainage and special plumbing systems such as gasoline dispensing, compressed air, etc.), HVAC Systems, heat generation, rejection, distribution and transfer systems: HVAC controls and instrumentation, and other HVAC support elements, Fire Detection and Suppression Systems: alarm systems, monitoring systems, sprinkler systems, standpipe and hose systems, pumps, fire protection specialties, and special fire suppression systems, Electrical Systems: service and distribution, feeder type (aluminum or copper), lighting and branch wiring, communications and security systems, emergency generators, UPS systems, and electrical controls and instrumentation. If possible, include service points, meters and capacities for all utilities. Consultant shall place an emphasis on water intrusion during the assessment. Consultant shall visually evaluate the conditions of each of these elements including documentation of findings with photos. For conveying systems, Consultant shall consider the maintenance records and available deferred maintenance reports and budgets reports on equipment, performance and anticipated service life of the systems. Considerations shall include equipment code compliance. For plumbing, HVAC and electrical systems, Consultant shall observe the age, condition, and adequacy of capacity and status of maintenance of these systems and document their findings.

****Please Note:** Corporation has recently completed consultative reports on the roofs, the central plant/HVAC and the Sails Pavilion which will be shared to save on duplicating efforts.

- 2) Substructure elements, if information is available, including the foundations, slabs on grade, basement excavation and walls. Consultant shall review legacy information, and visually consider the accessible below grade components for signs of distress (cracking, displacement, insect infiltration, etc.) and document findings with photos.
- 3) Food and Beverage infrastructure including the east and west kitchens, all work spaces, and the concession and Starbucks locations throughout the venue.

- 4) Superstructure elements, if information is available, including floors, bearing walls, columns, beams, roofs (survey and estimate by others in a separate study), and exterior closure (exterior walls, windows and doors). Consultant shall visually consider the accessible shell components and ancillary elements for signs of distress and document findings (with photo log if possible). This will include cracking, displacement, and connection adequacy, continuity of sashing and seals, and evidence of other types of distress.
- 5) Consultant shall also consider ADA compliance requirements per applicable building code for both buildings, as available through prior studies (ADA Transition Plan).
- 6) Hazardous materials elements and issues shall be included by building (and building component or system element) as information is made available by the Corporation.

TASKS:

The following tasks outline the work to be performed by Consultant for the Corporation.

Task I: Work Plan

- a. Consultant shall provide a work plan including a basis of evaluation and schedule.

Deliverables: Three (3) hard copy sets of work plan, and in .pdf file format

Task II: Property Condition Assessment

- a. Consultant shall gather data and perform on-site building/property condition and assessment.

Task III: 90% Property Condition Assessment Report

- a. Consultant shall provide a 90% property condition assessment report which includes recommended modernization projects, preventative maintenance plans and prioritization of needs.
- b. Consultant shall provide construction cost estimates and preventative maintenance cost estimates.

Deliverables: Three (3) hard copy sets of 90% property condition report, and in .pdf file format, and conceptual cost estimate in Microsoft Excel.

Task IV: Final Property Condition Assessment Report

- a. Based upon the approved 90% comments and any adjustments to the program approved by Corporation, Consultant shall prepare a final San Diego Convention Center property condition assessment report.
- b. Final PCA shall include recommended modernization projects, preventative maintenance plans and prioritization of needs.
- c. Consultant shall provide final construction cost and preventative maintenance cost estimates.

Deliverables: Three (3) hard copy sets of final property condition report, and in .pdf and Microsoft Word file format, and cost estimate in Microsoft Excel.

PROCESS:

- 1) Consultant shall provide a detailed process through which they intend to manage the scope, assess the data, integrate the data, communicate the information, and make recommendations.

2) Consultant shall provide a schedule indicating milestones of the project at a minimum of noting dates for completion of work tasks and deliverables. Significant tasks include planning, on site inventory and assessment or plan / record review, integration of data, facilities condition analysis, deliverable development, deliverable review and acceptance (include deliverables of work plan).

3) Consultant shall commence with the visual inspection of the assets of the San Diego Convention Center. Based on the Corporation's available existing information, Consultant shall assist Corporation in determining which assets

to input into the system and then collect base data on the assets included in the assessment. This data should include facility, asset, location, photos, age, condition, manufacturer, model, cost, life expectancy, replacement cost based on life expectancy, and owned by. Included in the scope of the project is the assessment of the remaining lifecycle of major asset systems, and the identification of deferred maintenance requirements. The vendor should have thorough knowledge of ASTM Designation: The ASTM E 2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process documents.

4) Consultant shall inspect using both the facility level and the asset level inspection methods for all identified facilities.

5) The objective is to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, or major capital investment. The types of systems surveyed may vary with each facility.

CORPORATION’S RESPONSIBILITIES:

In their proposal, Consultant shall define information, services and expertise needs from the Corporation for the implementation of this project. Consultant shall have existing plans for the full facility being inspected, if available. Facility repair, remodeling, deferred maintenance needs, previously completed facility assessment reports and other survey information of the San Diego Convention Center will be made available to assist Consultant in their review and assessment. Consultant shall incorporate client supplied facility conditions data in the facility evaluation data reports. All client supplied facility data will be identified as such.

ON-SITE HOURS OF WORK:

On-site work shall be completed during normal business hours (8:00 a.m. – 5:00 p.m.) contingent on event activities.

FINAL PAYMENT:

Final contract payment is contingent upon Corporation’s approval of work.

EXHIBITS INCORPORATED IN THIS RFP:

- Exhibit A – SDCC Facility Guide

See RFP Exhibits at: <https://visitsandiego.com/work-with-us/vendors/current-opportunities/21-1003-property-condition-assessment>

Bid Form to Follow

Section 4 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____
Other Entity Name(s) (if applicable) _____
License Number (if applicable) _____
Primary Contact Name _____
Primary Contact Position _____
Primary Contact Phone Number _____
Primary Contact Email _____

BID:

Project Total (Lump Sum Price): _____

EXCLUSIONS AND CLARIFICATIONS. Provide a list of any exclusions and/or clarifications:

(use additional sheets of paper as needed)

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.

Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

COMPANY RESUME:

Submit a company resume highlighting company's relevant experience, qualifications, and key personnel. **(Attach as separate file)**

PROJECT SCHEDULE:

Submit a project schedule with key milestones. **(Attach as separate file)**

COMPARABLE PROJECTS. Provide Four (4) Comparable Projects:

(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

Women owned Business (WBE – SWBE) – 51% ownership and active management

Minority Owned Business (MBE – SMBE) – 51% ownership and active management

Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disabled Veteran Business Enterprise (DVBE)

Small Business Enterprise (SBE)

Small Local Business Enterprise (SLBE)

None Apply

Certifications

Yes No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

African American

Asian

Caucasian

Hispanic

Filipino

Native American

Pacific Islander

Other: _____