

# SAN DIEGO CONVENTION CENTER CORPORATION

## REQUEST FOR PROPOSALS FOR SINGLE LINE DIAGRAM AND ARC FLASH ANALYSIS RFP # 22-1008

**Issue Date:** March 15, 2022

**Mandatory Pre-Bid Site Walk:** March 23, 2022 at 1:00 p.m. local time

**Pre-Bid Question Deadline:** March 28, 2022 at 5:00 p.m. local time

**Bid Deadline:** April 5, 2022 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 Manager  
**Email:** shane.young@visitsandiego.com  
**Phone:** (619) 782-4392

**Description:** The San Diego Convention Center Corporation (“Corporation”) is requesting proposals from qualified contractors (“Contractor”) to review Corporation’s existing electrical equipment infrastructure and as-builts to develop a single-line diagram, revised panel schedule, arc flash hazard analysis study, and a training program for Corporation personnel. For full details of the scope of work, see Section 3 – Scope of Work.

Any addendum or exhibit that is issued for this RFP can be found at:  
<https://www.visitsandiego.com/procurement/2203882-rfp-22-1008-single-line-diagram-and-arc-flash-analysis>

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. E-mailed 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.

### **PROCUREMENT REQUIREMENTS**

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## Section 1 – Proposal Process Timeline

Event	Location	Date(s)	Time (PT)
Bid Issue	Posted: <a href="https://visitsandiego.com/work-with-us/vendors/current-opportunities">https://visitsandiego.com/work-with-us/vendors/current-opportunities</a>	March 15, 2022	10:00 a.m.
Mandatory Pre-Bid Site Walk	111 West Harbor Drive, San Diego, CA 92101	March 23, 2022	1:00 p.m.
Deadline for Pre-Bid Inquires	Email: <a href="mailto:shane.young@visitsandiego.com">shane.young@visitsandiego.com</a>	March 28, 2022	5:00 p.m.
Responses to Inquires Posted	Posted: <a href="https://visitsandiego.com/work-with-us/vendors/current-opportunities">https://visitsandiego.com/work-with-us/vendors/current-opportunities</a>	March 30, 2022	5:00 p.m.
Bid Deadline	E-Mail Proposals to: <a href="mailto:shane.young@visitsandiego.com">shane.young@visitsandiego.com</a>	April 5, 2022	5:00 p.m.
Bid Evaluation	Contractor will be notified by E-Mail	April 6, 2022 – April 7, 2022	TBD
Shortlist Interviews	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	April 11, 2022 – April 13, 2022	TBD
Final Evaluation	San Diego Convention Center, 111 West Harbor Drive, San Diego, CA 92101	April 14, 2022	TBD
Notice of Intent to Award (contingent on approvals)	Contractor will be notified by E-Mail	April 15, 2022	TBD
Budget Committee Approval	Internal Approval Process	Mid-April	TBD
Board of Directors Approval	Internal Approval Process	Late April	TBD
Anticipated Award Date	Contractor will be notified by E-Mail	Late April	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:** A pre-bid site walk is required for consideration. Please email [shane.young@visitsandiego.com](mailto: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](mailto: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 contractor 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 – 40%**
  - B. **Comparable Projects (similar size & complexity) – 20%**
  - C. **Company Resume – 10%**
  - D. **Project Schedule – 10%**
  - E. **Safety Record – 10%**
  - F. **Shortlist Interview (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 Contractor 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 of 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 Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, 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.

## Section 3 – Scope of Work

The San Diego Convention Center Corporation (“Corporation”) is requesting proposals from qualified contractors (“Contractor”) to review Corporation’s existing electrical equipment infrastructure and as-builts to develop a single-line diagram, revised panel schedule, arc flash hazard analysis study, and a training program for Corporation personnel as follows:

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#### **I. Single-Line Diagram**

Contractor shall create a single-line diagram (SLD) mapping the current systems. The diagram must follow the latest IEEE (Institute of Electrical & Electronics Engineers) Std 315-1975 (reaffirmed 1993) and ANSI (American National Standards Institute) Y32.9 standards for electrical diagram symbols. The SLD must start with the incoming power source from the utility and/or on-site generation then follows the power flow through conductors and voltage transformers to feed the distribution equipment buses. Ratings, sizes of each piece of electrical equipment, their protective devices, and their circuit conductors must be included. Physical copies and digital AutoCAD (.dwg) files must submitted upon completion.

Contractor shall verify loads are connected to emergency/standby feeders, verify potential single points of failure, and evaluate design redundancy of critical systems (N, N+1, N+2...). Any safety concerns or recommendations shall be noted in a report which is to be delivered along with the SLD to Corporation personnel at the end of the analysis.

The SLD must include the following information at minimum:

- Incoming service voltage
- Equipment rated current
- Identification names of equipment
- Bus voltage, frequency, phases, and short circuit current withstand ratings
- Cable and wire runs with their associated isolating switches and potheads (size and length of run)
- Transformers (impedance, rating, winding connection, and grounding means)
- Feeder breakers and fused switches
- Generator voltage and kW
- Motor HP
- Current and Voltage ratios of instrument transformers
- Relays (function, use, and type)
- Legend

#### **II. Revised Panel Schedule**

Contractor shall develop a revised panel schedule to document the loads connected to each breaker panel. Two different forms should be used, one for single phase three wire (center tapped neutral) panels and another for three phase panels. Contractor should identify and note in the report if the following items are found in the panels during inspection: under-powered or overcrowded panels, corrosion, overfusing, and missing/damaged handle ties.

### **III. Arc Flash Hazard Analysis Study & Warning Labels**

Contractor shall perform an Arc Flash Hazard Analysis Study per the latest NFPA (National Fire Protection Association) 70E - Standard for Electrical Safety in the Workplace (Article 130.5 and Informative Annex D) and the latest IEEE (Institute of Electrical and Electronics Engineers, Inc.) 1584 Guide for Performing Arc-Flash Hazard Calculations. This includes reviewing the single-line diagram for accuracy, developing a power system model of electrical power system, completing arc flash calculations, providing arc flash labels for equipment, and reviewing existing PPE to ensure compliance with latest Cal/OSHA standards. All Corporation electrical system information shall be gathered from documentation, specifications, equipment nameplates, datasheets, inspection and maintenance reports, and field verifications.

Per IEEE 1584, "Equipment below 208/240V need not be considered unless it involves at least one 125kVA or larger low-impedance transformer in its immediate power supply." Arc Flash calculations, shall will not be done on systems below 208/240V down stream of 125kVA and smaller transformers.

The single-line diagram should show all known factors such as number and size of conductors, voltage/frequency/phases of incoming circuits, connections of power transformer windings, and switch and fuse ratings in volts. The plan must reflect the current electrical systems with accurate positions of components. If the current plan is not correct, Contractor shall identify the inconsistencies and provide recommendations for adjustments.

Arc currents are to be calculated for each device using one of the empirical equations accepted by NFPA or IEEE. When considering the range of the computed arc current, Contractor shall use a tolerance for arc current estimates with a confidence level of 95%. Minimum fault clearance should be calculated along with the maximum-fault current condition to account for all clearing times. Ranges of potential arc currents must be verified if they are within the practical range. In any device, if different elements have different incident energy values, the worst scenario should be highlighted or mentioned first in the report.

Contractor shall provide visible, thermal transfer type labels of high adhesion polyester for each work location/equipment analyzed. The label shall have the wording, "WARNING, SHOCK & ARC FLASH HAZARD", and shall include the following information:

1. Location.
2. Nominal voltage.
3. Arc flash boundary.
4. Incident energy.
5. Working distance (restricted/limited approach distance).
6. Shock Boundaries.
7. Required PPE with calorie rating.
8. Date of arc flash study.

All Corporation PPE shall be inspected to determine it meets current Cal/OSHA regulations. Flame-resistant (FR) clothing should be reviewed to ensure adequate stock and correct garments are offered with appropriate arc ratings per the Hazard Risk Categories identified in this analysis.

### **IV. Written Report**

Upon completion of analysis, Contractor shall develop a written report for Corporation personnel. Contractor shall provide a presentation after receipt of the written report to answer questions and discuss findings. The report shall include (but not limited to):

1. Introduction detailing basis of analysis used and process followed to conduct study. This shall note the Methodology of hazard assessment utilized (the standard and the revision year). If software was utilized, the name of the software and the version.

2. Executive Summary including assumptions made.
3. A table listing all Corporation equipment and the associated hazard/risk category for each item including the location.
4. The flash protection boundary of the equipment involved/evaluated. Safe working distances shall be specified for calculated fault locations based upon the calculated arc flash boundary considering an incident energy of 1.2 cal/cm<sup>2</sup>.
5. Inventory and summary of Corporation's existing electric PPE along with recommendations on replacement of items if applicable.
6. A list of safety concerns, ways to improve worker safety, and recommendations for equipment improvement (if applicable).
7. Verified one-line diagram showing protective device ampere ratings and associated designations, cable size & lengths, transformer kVA & voltage ratings, motor & generator kVA ratings, and switchgear/switchboard/panelboard designations.
8. Protective device time versus current coordination curves with associated one-line diagram identifying the plotted devices, tabulations of ANSI protective relay functions and adjustable circuit breaker trip unit settings.
9. Multi-function relay setting file printouts including all ANSI protective relay functions and associated logic and control. Metering, communication, and control logic settings not associated with ANSI protective functions are not required.
10. Tabulations of the worst-case calculated short circuit duties as a percentage of the applied device rating (automatic transfer switches, circuit breakers, fuses, etc.); the short circuit duties shall be upward adjusted for X/R ratios that are above the device design ratings.

## **V. Training Program**

A training program is to be developed and provided to Corporation personnel on-site for Arc Flash Safety once the analysis has been completed. Training content and materials are to be in alignment with NFPA 70/70E, IEEE 1584, and OSHA 29 CFR 1910 Subpart S. Certificates of completion will be offered to those who complete the course. Content must cover regulations for both electrical and fire safety along with the following topics:

1. Overview of arc flash (properties of electricity, causes of arc flash, arc flash severity factors, hazard classifications).
2. How to interpret arc flash labels and their impacts to work practices.
3. What to do in the event of an arc flash.
4. Safety related work practices that will reduce employee's risk (identify potential hazards).
5. Arc flash PPE, tools, and equipment.
6. Understand how to work safely if employees are unable to turn off equipment.
7. Review potential injuries (electric shock/flash, burn, concussion, and metal/shrapnel) how to prevent/respond when injuries occur.

## **SCHEDULE & HOURS OF WORK**

This project shall commence on May 1, 2022 and must be completed no later than June 30, 2022. Work shall be completed during normal business hours (8:00 a.m. – 5:00 p.m.) contingent and scheduled around event activities. Any work requiring a shutdown of equipment shall be scheduled as overnight work. All visits must be pre-arranged and coordinated with Corporation personnel before arriving onsite.

## **CODE COMPLIANCE & PERMITS**

Contractor is responsible for the delivery of a project that meets all safety protocols, OSHA requirements, all applicable code requirements, and is responsible for furnishing all applicable permits.



## 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)

Primary Contact Name

Primary Contact Position

Primary Contact Phone Number

Primary Contact Email

### BID

Please fill in the highlighted sections below: Cost is inclusive of all materials, labor, parking and trip charges, and all overhead costs.

Deliverable	Lump Sum Price
Single-Line Diagram	
Revised Panel Schedule	
Arc Flash Hazard Analysis Report & Warning Labels	
Arc Flash Hazard Analysis Presentation	
Training Program	
Grand Total	

### EXCLUSIONS AND CLARIFICATIONS

List any exclusions and/or clarifications (*use additional sheets of paper as needed*): \_\_\_\_\_

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### 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)

### SAFETY RECORD

Submit company OSHA Form 300A and Experience Modification Rate (EMR). (Attach as separate file)

### PROJECT SCHEDULE

Submit a project schedule that includes key milestones. (Attach as separate file)

**COMPARABLE PROJECTS:** Provide four (4) comparable projects similar in size and complexity:  
(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: \_\_\_\_\_