

SAN DIEGO CONVENTION CENTER CORPORATION

**REQUEST FOR PROPOSALS
FOR
BUILDING AUTOMATION SYSTEM STUDY
RFP # 24-1033**

Issue Date: October 3, 2023

Pre-Bid Question Deadline: October 18, 2023, at 5:00 p.m. local time

Corporation Responses to Pre-Bid Questions: October 25, 2023, at 5:00 p.m. local time

Bid Deadline: November 1, 2023, at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: margaret.mccloskey@visitsandiego.com

Procurement Contact: Margaret McCloskey
Procurement Analyst
E-Mail: margaret.mccloskey@visitsandiego.com
Phone: Office # (619) 525-5387 Cell # (619) 782-2738

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified consultants to provide an analysis of Corporation’s existing Building Automation System (“BAS”). For full details of the scope of work, see section 2 – Scope of Work. Exhibits incorporated in this RFP:

- Exhibit A – Sample Contract
- Exhibit B – Corporation Equipment

A copy of BAS drawings will be provided upon request by e-mailing Margaret McCloskey at: margaret.mccloskey@visitsandiego.com. Any addenda issued for this RFP can be found at: [RFP 24-1033 Building Automation System Study - San Diego Convention Center \(visitsandiego.com\)](#)

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 m. Late bids will not be accepted – NO EXCEPTIONS.

PROCUREMENT REQUIREMENTS

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Section 1 – 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. **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.
4. **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 **e-mail** to margaret.mccloskey@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.
5. **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.
6. **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.
7. **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.

8. 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.
9. **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.
10. **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.
11. **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. **Company resume – 10%**
 - C. **Proposed Project Schedule & Methodology – 10%**
 - D. **Sample Work Product – 20%**
 - E. **Terms and Conditions & Proposal Completion – 5%**
 - F. **Comparable Projects – 20%**
12. **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.
13. **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.
14. **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.
15. 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.

- 16. 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.
- 17.** 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.
- 18. 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
5. Professional 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.

- 19. 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.
- 20.** 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.
- 21. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 22. 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.
- 23. LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245).

Section 2 – Scope of Work

1. **OVERVIEW:** The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified consultants (“Consultant”) to provide an analysis of Corporation’s existing Building Automation System (“BAS”). The Consultant shall review field panels, actuating devices, host computers, software to run the BAS, and the communication network enabling interaction between the components of the system. This is to be accomplished by reviewing existing performance logs, device performance, functionality of the system, existing drawings, and discussions with Corporation personnel to gain information regarding system operations, challenges, and requirements. Consultant shall provide a report along with a final presentation documenting the recommendations for modifications or upgrades to maximize functionality of BAS controls and modules. A separate contractor will be selected at a future date who will modify existing equipment and/or purchase new equipment to install.

Corporation has 75 air handling units throughout the facility: 31 West Building, 4 Sails Pavilion, 40 East Building. The Central Plant within the West Building contains 5 chillers, 5 cooling towers, 2 boilers, and 26 pumps. The Sails Pavilion has 2 chillers, 2 boilers, and 4 pumps. There are 61 lighting control devices. There are approximately 544 DDC controls. There are 152 CO/CO2 sensors for parking garage, dock, and exhibit halls.

- 1.1. **System and Device Overview:** Corporation’s system and devices include:

METASYS® System UL 864 9th Edition UUKL/ ORD-C100-13 UUKLC Smoke Control System:

Device Type	Quantity
Smoke Purge Exhaust Fan Control Signals	22
Variable Air Volume box Controls with / Hot Water	99

Network Application Engine (NAE) & Network Control Engine (NCE) Devices:

Device Type & Location	Quantity
NAE-01 CENTRAL PLANT	9
NAE-02 GRND LVL SECURITIES ROOM	3
NAE-03 CHILLERS CARDS READING	3
NAE-04 GROUND LEVEL ERM WARDROBE	75
NAE-05 CORRIDOR BY 20A	84
NAE-06 INNER-CORRIDOR BYRM-27	67
NAE-07 LIGHTING GROUND LEVEL ERM WARDROBE	44
NAE-08 LIGHTING GROUND LEVEL ERM WARDROBE	24
NAE-09 MEZZANINE CITYSIDE BY AH-1	25
NAE-10 MEZZANINE BAYSIDE ERM-16	64
NAE-11 CENTRAL PLANT VFDS	21
NAE-12 UPPER LEVEL CITYSIDE BY AH-13	36
NAE-13 UPPER LEVEL BAYSIDE BY AH-24	38
NCE-01 MEZZANINE CITYSIDE BY AH-1	7
NCE-03 CENTRAL PLANT	5
NCE-05 MEZZANINE BAYSIDE AH-5	2
NCE-07 MEZZANINE BAYSIDE AH-7	2
NCE-08 MEZZANINE BAYSIDE AH-8	8
NCE-09 MEZZANINE BAYSIDE AH-9	2
NCE-11 MEZZANINE BAYSIDE AH-11	6
NCE-13 UPPER LEVEL CITYSIDE AH-13	12
NCE-15 MEZZANINE CITYSIDE AH-15	6
NCE-16 MEZZANINE CITYSIDE AH-16	1
TOTAL DEVICES:	544

2. **SPECIFIC SERVICES:** Consultant shall review the system to ensure compliance with the following standards:
- A. NFPA 70 (National Electric Code)
 - B. NFPA 90A (Standard for the Installation of Air-Conditioning and Ventilating Systems)
 - C. ASHRAE Standard 135 (Data Communication Protocol for Building Automation and Control Networks)
 - D. ASHRAE Standard 90.1 (Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings)
 - E. ASHRAE Guideline 13 (Specifying Building Automation Systems)
 - F. ISO 16484-5 (Building Automation and Control Systems)
 - G. California Building Code Title 24

Should conflicts exist between the above referenced standards, it is Consultant's responsibility to bring the conflict to Corporation's attention. In general, in the event of a conflict, the most stringent of the requirements will apply.

3. **SYSTEM COMPONENT ANALYSIS:** Consultant shall provide an analysis as follows:

- A. Compatibility of Components:
 - Components should be designed to avoid being limited to a single supplier in the future if possible.
- B. Battery Backup:
 - All access memory for storing software should have a battery backup protection from power failure. A minimum of 72 hours is recommended. For fire safety systems, battery backup should provide 24 hours of supervisory operation with the capacity of sounding general alarm for at least fifteen-minute duration.
- C. Humidity Sensing:
 - Determine if humidity sensing is included with the current system or if it is another type of environmental sensing device (e.g., temperature, pressure)
- D. Selection of Indicating, Measuring, and Control Components:
 - Review the components to ensure they cover the anticipated operating ranges and identify ways to improve measurement and control accuracy.
 - Identify areas which are not currently covered by a device, if applicable.
- E. Field Panels and their Locations:
 - Field panels should be located close to the equipment they are controlling. Considerations should be given to the distances between the field panels and their associated sensors and actuators, the number of input and output points of the panels, and the number of field panels.
 - Panels should be located for maintenance to access with minimal obstructions (e.g., requiring a ladder to access).
 - Field panels should be able to interface with almost any field device such as sensors, transmitters, relays, and actuators.
- F. Actuating Devices:
 - Review type of actuators used including valves, dampers, air compressors, and other associated devices.

G. Speed of Data Transmission:

- Review the required needs for the control action to determine if current speed of data transmission is sufficient for the device needs. Control actions in response to an operator's command should take no longer than 5 seconds.
- Rewiring may need to occur to upgrade the communication networking cables for current & future data needs.

H. Control Valves:

- Review the valve flow to compare valve capacities. Valves should be selected based on available pressure, velocity, and noise to yield maximum pressure drops. Note the size of valve flows and the maximum inlet pressure.

I. Fire Safety:

- Identify smoke detection sensor locations in relation to NFPA 90A and ensuring system complies with code requirements to control fire safe operations.
- Review and document locations of smoke detection devices.
- Create a sequence of operations: from time smoke is detected to time alert occurs within panel, list the process and timeframes which dampers are closed/reopened, and smoke is purged from system.

J. Point Schedules:

- Monitoring and control points are to be noted on the design drawings. Identify all analog and digital input/output points, command requirements (e.g., start/stop, open/close), and control requirements (e.g., economizer cycle, demand limit).
- Alarm requirements to indicate trip points and required personnel action.

K. Energy Monitoring:

- Identify if an energy monitoring software is deployed to measure all energy usage from data obtained from the field instruments. This will assist in identifying equipment efficiencies.

L. Water Temperature:

- Supply water temperature should be monitored to coordinate with equipment (chiller, boiler) requirements.

M. Software:

- Software shall track the operation and error messages within the system. Review version of the software and recommendations for upgrades.
- Start/stop program to operate systems only or duration necessary.

N. Complexity of System:

- Identify opportunities to modify or limit number of devices to reduce chance of malfunction for layers of components.
 - Identify redundancies (where applicable) and recommendations for system connections to allow for easy device replacement in the future.
 - Recommendations shall also include potential energy savings.
- Create a sequence of operations for the current system and proposed sequence of operations based on Consultant's recommendations. Sequencing should follow the normal process of: detection,

activation (sprinkler system, etc.), notification, verification by designated personnel, notify authorities (Security Base), reset, & restored.

4. **FINAL REPORT & PRESENTATION:** Consultant shall develop a final report (inclusive of an executive summary) along with a presentation to review findings. The report should include, but is not limited to the following items:
 - A. Overview of Corporation's existing system
 - Detailing sensors, controllers, output devices, communication protocols, and dashboard/user interface.
 - List of all devices and their service areas in relation to Corporation building layout.
 - B. Recommendations
 - Identify current issues identified.
 - Identify potential workarounds or simple workarounds to resolve issues (if available) prior to implementation of recommended changes in the meantime before system upgrades.
 - List suggestions on replacement equipment including software upgrades.
 - Include prioritization of suggestions and estimated timeframe to make modifications per recommendations.
 - Identify potential impacts and recommendations for current Central Plant upgrade project (separate from BAS system upgrade project).
 - Identify system strengths and weaknesses.
 - Strategies for optimizing energy efficiency, system reliability, and user experience.
 - C. Documentation: The consultant shall provide a detailed report containing
 - Executive summary of the analysis.
 - System assessment findings.
 - Recommendations with justifications.
 - Proposed implementation strategies.
 - Suggested timeline for modifications or upgrades.
 - Any necessary budget estimates.
 - D. Future Contractor Collaboration:
 - The Consultant shall collaborate with the future Corporation contractor responsible for implementing modifications or purchasing new equipment if necessary. The provided documentation shall serve as a guide for seamless system enhancement.
5. **MEETINGS:** Consultant shall schedule and attend meetings as needed without additional cost to Corporation. The Consultant shall maintain open communication with relevant stakeholders, seeking clarifications as needed and providing regular progress updates.
6. **SCHEDULE & HOURS OF WORK:** Corporation maintains a high occupancy facility where work must be performed around event activity. As a result, Consultant will need to coordinate with Corporation for available working days.

Corporation working hours are 7:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Consultant must complete the work between December 4, 2023 and April 30, 2024, or as scheduled by Corporation.

7. **PROJECT MANAGEMENT:** Consultant shall determine the needed labor to meet Corporation's schedule, and coordinate with Corporation site contact prior to any site visits.
8. **PARKING AND STORAGE:** Consultant may not store excess materials, tools, equipment, or debris at Corporation's site without prior written authorization from Corporation personnel. Any materials or equipment stored at the San Diego Convention Center is at Consultant's own risk. Loading and unloading of materials at a designated loading dock shall be scheduled with Corporation personnel. Parking will be available on a first come first serve basis. Consultant vehicles are allowed to park without a fee during the term of the project as directed and approved by Corporation's personnel. However, availability is not always guaranteed. If parking is not available, Consultant will be subject to parking fees.
9. **CODE COMPLIANCE AND SAFETY:** While onsite, Consultant personnel must agree to adhere to Corporation Safety Program and wear applicable PPE (personal protective equipment) such as gloves, eye protection, knee pads, and follow guidance/safety practices in accordance with all applicable OSHA and manufacturer regulations and requirements. All visits to the San Diego Convention Center must be pre-arranged and coordinated with Corporation personnel before arriving onsite. Consultant personnel are required to wear a Corporation-issued badge at all times to gain access throughout the building.
10. **CORPORATION EQUIPMENT:** Consultant shall have the right to use Corporation ladders and scissor lifts during the project, subject to availability. A waiver may be required to be signed for use of any Corporation provided equipment. The list of available equipment can be found within Exhibit B – Corporation Equipment.

Section 3 – Bid Form to Follow

Section 3 – 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 E-Mail _____

BID:

Provide your bid below: Project Total is inclusive of all materials, equipment, labor, warranty, taxes, parking, and all overhead costs.

Task	Price
Kick-Off Meeting and Mobilization	
Investigation and Analysis Completed	
Final Report and Presentation	
Project Total	

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.

EXCLUSIONS AND CLARIFICATIONS:

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

COMPANY RESUME: (Attach with Bid Form)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background and capabilities of your company.
- Proposed Personnel – Provide names, titles, resumes and experience of the individual(s) who will be assigned to the project.

PROJECT SCHEDULE & METHODOLOGY: (Attach with Bid Form)

Submit a proposed schedule that identifies all tasks and deliverables to be performed, durations for each task, and milestones. Include a detailed summary of how your company plans to accomplish the project tasks.

SAMPLE WORK PRODUCT: (Attach with Bid Form)

Submit one (1) sample analysis/ report of a BAS prepared for a past customer.

TERMS AND CONDITIONS: (Attach with Bid Form)

The awarded Bidder shall be subject to the terms and conditions outlined in Exhibit A – Sample Contract. Submit any proposed red lines from Exhibit A – Sample Contract.

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: _____

E-Mail: _____

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: _____