

# Invitation for Bids (IFB)

*THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC) INVITES YOUR FIRM TO RESPOND TO THIS INVITATION FOR BIDS FOR:*

## **Call Box Maintenance Services**

The Transportation Agency for Monterey County is soliciting bids for a contractor to provide maintenance, repairs, and other related field services to its call box system, for a three year period beginning February 1, 2012, with options to renew for up to three additional years. Submissions are due to the office of the Transportation Agency of Monterey County, 55 B Plaza Circle, Salinas, CA 93901 by 4 p.m. on **September 19, 2011**.

Copies of the Invitation for bids and the detailed information regarding the submission of the bid are available at the Transportation Agency office and may be obtained upon request. This Invitation For Bid is also available at the Agency website

**[http://tamcmonterey.org/information/bids\\_prop/index.html](http://tamcmonterey.org/information/bids_prop/index.html)** in PDF format. You may call Kaki Cheung at (831) 775-4413 to obtain a copy and for further information.

An Equal Opportunity Employer

**TAMC**  
**Transportation Agency for Monterey County**  
**55 B Plaza Circle, Salinas, CA. 93901-2902**

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**DATE:** August 25, 2011

**TO:** Interested Bidders

**FROM:** Debra L. Hale, Executive Director

**SUBJECT:** Invitation For Bid For Call Box Maintenance Services

**BACKGROUND**

The Transportation Agency for Monterey County is soliciting bids for a contractor to provide maintenance, repairs, and other related field services to its call box system, for a three year period beginning February 1, 2012, with options to renew for up to three additional years.

The Transportation Agency for Monterey County, a public agency created under California law, acting as the Monterey County Service Authority for Freeways and Expressways established pursuant to Streets and Highways Code § 2550 *et seq.*, installs, maintains and operates a motorist aid call box system in Monterey County. The Monterey County call box program provides a system of 197 call boxes allowing motorists to request roadside assistance along the following routes: State Route 1, State Route 68, State Route 156, US Highway 101 and county expressways. The call boxes are directly linked to a Call Answering Center, currently CDS Net, where live operators dispatch the calls to the California Highway Patrol, tow truck, and/or emergency services. Since the program's inception in 1999, many system improvements have been implemented, including improved accessibility for disabled motorists, enhanced system coverage and faster response to call box calls. The call box system has also completed upgrades for digital service conversion, and speech and hearing impaired capability.

The system of call boxes requires extensive year-round maintenance, repairs, and other related fieldwork to ensure the proper functioning and appearance. The exact number of repairs and maintenance visits greatly each month by location, season, and other variables.

**BID SUBMISSION**

Interested bidders must submit their bids in sealed envelopes by 4:00 p.m. on Monday, Sept. 19, 2011. **Bids received after that date and time will not be considered.** All bids must be completed and submitted on the enclosed Attachment D, Bid Form, along with Attachment E, Reference Form, Attachment F, Key Personnel Assignments, Attachment G, Subcontractor List, and Attachment I, Insurance Requirements, in order to be considered. Bidders who do not complete all attachments risk being found non-responsive. A submitted bid shall be considered a firm offer to enter into a contract for the services. Bids must be honored for a period of one hundred fifty (150) days from date of submittal.

Any addenda to this invitation for bid that may be issued by the Transportation Agency will be posted at [http://tamcmonterey.org/information/bids\\_prop/index.html](http://tamcmonterey.org/information/bids_prop/index.html). It is the bidder's responsibility to check for addenda to this Invitation For Bid and comply with new or revised requirements that may be stated therein.

### **POINT OF CONTACT**

Bids must be submitted to the Project Manager at the address shown below. All inquiries related to this Invitation For Bid should be submitted via email to [kaki@tamcmonterey.org](mailto:kaki@tamcmonterey.org).

Kaki Cheung, Call Box Program Project Manager  
Transportation Agency for Monterey County  
55 B Plaza Circle  
Salinas, CA 93901

### **MINIMUM QUALIFICATIONS**

To be eligible to submit a bid, a bidder must have:

- 1) An office located within the Monterey Bay region or the nine San Francisco Bay Area counties where supplies are stored and repairs will be made, as necessary;
- 2) An established call box maintenance system to record and track call box repairs and other archived data. The same system must also communicate with each call box in the Monterey County system for diagnostic checks and reporting of issues;
- 3) A currently employed day-to-day lead technician, with a minimum two (2) years of call box management experience, responsible for communicating issues with the Transportation Agency project manager;
- 4) At least five (5) years of experience maintaining roadside equipment with similar technology of which three (3) years must be experience in maintaining a call box system in an exemplary manner.

The low bidder will be required to verify these qualifications prior to the award of contract.

### **OTHER QUALIFICATIONS**

In addition to the qualifications listed above, bidders must have current knowledge of the CHP/Caltrans Call Box Guidelines and Americans with Disabilities Act (ADA) requirements.

### **NOTICE OF ADDENDA AND REQUESTS FOR EXCEPTIONS**

Any addenda to this invitation for bid that may be issued by the Transportation Agency will be posted at [http://tamcmonterey.org/information/bids\\_prop/index.html](http://tamcmonterey.org/information/bids_prop/index.html). It is the bidder's responsibility to check for addenda to this Invitation For Bid and comply with new or revised requirements that may be stated therein.

Requests for clarification or exception to Invitation For Bid provisions must be received no later than, 12:00 noon, on September 7, 2011, to guarantee consideration.

**SCOPE OF WORK AND SCHEDULE**

The Scope of Work and Payment Schedule for this project are described in Attachment A and B to this Invitation. Section III of this IFB, Special Conditions, also contains substantive requirements with which you must fully comply in order to guarantee your responsiveness to this IFB.

**The contract resulting from this IFB will commence on February 1, 2012 until January 31, 2015 with the option at the sole discretion of the Transportation Agency to extend the contract for up to three (3) additional years, subject to a 3% per year price increase.**

**SELECTION PROCESS**

Bids will be initially evaluated for responsiveness and adherence to minimum qualifications. In order to ensure superior service, references will be checked, and bidders may be required to provide additional information verifying their experience.

A contract, if awarded, will be to the responsible bidder submitting the lowest responsive bid as indicated in the “Per Active Call Box Flat Rate” space in Attachment D, Bid Form. The lowest responsive bidder will be required to provide certification of insurance within five (5) business days of notice of award. If the lowest responsive bidder can not provide the required insurance to Transportation Agency within five (5) business day’s of notice of award, Transportation Agency at its sole option may deem that bidder unresponsive and move the award to the next lowest responsive responsible bidder.

**BIDDER SELECTION SCHEDULE**

August 25, 2011	Distribute letter of invitation for bids
September 7, 2011; 12 noon	Closing date & time for request for clarifications and exceptions
September 19, 2011; 4:00 p.m	Closing date & time for receipt of bids & bid opening
October 26, 2011	Transportation Agency Board consideration of recommendation for award
February 1, 2012	Execution of contract

**MISCELLANEOUS**

**A. Modification or Withdrawal of Submittals**

Any bids received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the contractor. To be considered, however, the modified bid must be received by the time and date specified above.

**If a bidder wishes to propose a change to any provision of this IFB, the provision and the proposed alternative language must be submitted prior to the closing date for request for clarifications and exceptions listed above.** If no such change is requested, the Contractor will be deemed to accept Transportation Agency’s Terms and Conditions.

**B. Property Rights**

Any bids received within the prescribed deadline become the property of TAMC and all rights to the contents therein become those of TAMC.

**C. Amendments to Request for Qualifications**

TAMC reserves the right to amend the invitation for bids by addendum before the final submittal date.

**D. Non-Commitment of TAMC**

This invitation for bids does not commit the Transportation Agency to award a contract, to pay any costs incurred in the preparation of a bid for this request, or to procure or contract for services.

All products used or developed in the execution of any contract resulting from this invitation for bids will remain in the public domain at the completion of the contract.

**E. Conflict of Interest**

The prospective contractor shall disclose any financial, business or other relationship with the Transportation Agency that may have an impact upon the outcome of this contract. The prospective contractor shall also list current clients who may have a financial interest in the outcome of this contract or Transportation Agency projects that will follow.

**F. Nondiscrimination**

The prospective contractor must certify compliance with nondiscrimination requirements of the Transportation Agency pertaining to the development, implementation and maintenance of a nondiscrimination program. The prospective contractor's signature affixed to and dated on the cover letter shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

**G. Selection disputes**

The Invitation for Bids process is considered concluded when a letter is sent to all participating contractors indicating which contractor will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by Transportation Agency Board of Directors.

In order to protest the bid award, the protestant must have submitted a bid for the work in accordance with the Invitation for Bids. Any protest to the recommended contract award must provide a detailed explanation of how the successful bid did not meet the requirements of the Invitation for Bids. The Transportation Agency's decision on the protest is final.

Bidders who have a bid protest shall submit a detailed written statement of the protest to:

Transportation Agency for Monterey County  
55-B Plaza Circle  
Salinas, CA 93901  
Attn: Kaki Cheung

Protests must be received no later than thirteen (13) days prior to the Board meeting to be considered.

**QUESTIONS**

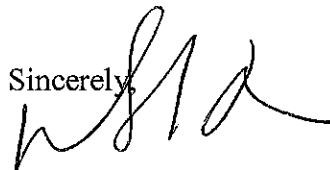
If you need assistance or have any questions, please call Kaki Cheung, Associate Transportation Planner, at (831) 775-4413.

**AUTHORITY TO COMMIT TAMC**

The Transportation Agency staff will recommend the successful bidder to the Board of Directors, which will commit the Transportation Agency to the expenditure of funds in connection with this Invitation for Bids.

Thank you for your participation.

Sincerely,



Debra L. Hale  
Executive Director

Enclosures:

Attachments: A --- Scope of Work  
B --- Payment Schedule  
C --- Task Order Form  
D --- Bid Form  
E --- Reference Form  
F --- Key Personnel Assignments  
G --- Subcontractor List  
H --- Sample TAMC Standard Agreement  
I --- Insurance Requirements  
J --- System Operation and Site Condition Form

**INVITATION FOR BIDS**

**By**

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

**For**

**CALL BOX MAINTENANCE**

August 25, 2011

55 B Plaza Circle  
Salinas, CA 93901

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## I. Instructions to bidders and Bidding Requirements

### A. Directions

The provisions set forth below specify the standards by which bids will be received and considered by the Transportation Agency. Bids not complying with these provisions may be considered non-responsive.

In order to be considered, your bid package shall include the completed forms listed below. Bidders who do not complete all attachments and include in their bid package risk being found non-responsive.

- Attachment D, Bid Form
- Attachment E, Reference Form
- Attachment F, Key Personnel Assignments
- Attachment G, Subcontractor List
- Attachment I, Insurance Requirements

### B. Preparation of Bid

#### 1. General

All prices and quotations shall be written legibly by computer printer, typewriter or pen and ink. No erasures shall be made. Errors may be crossed out and corrected by typewriter or pen and ink adjacent to the item crossed out. Each correction shall be initialed in ink by the person signing the bid.

#### 2. Bid Price

The bid price on Attachment D, Bid Form, is a fixed fee for maintaining an active call box on a monthly basis. The bid price shall include all costs of labor, materials, equipment, tools, machinery, utilities, transportation, license or permit fees, overhead, and profit and all other services necessary for proper execution and completion of the work.

#### 3. Taxes

The total bid price shall include full compensation for all applicable federal, state, and local taxes, as may be appropriate.

#### 4. Irregular Bids

Bids may be rejected if they show such irregularities as: any alteration of form, additions not called for, conditional bids, incomplete bids, indefinite or ambiguous bids, obviously unrealistic or unbalanced prices, or a signature by other than an authorized person.

#### 5. Conditional Bids

No condition included in a bid shall be binding upon the Transportation Agency if in conflict with, inconsistent with, or in addition to the terms and conditions of this Invitation For Bid, unless expressly accepted in writing by the Transportation Agency.

#### 6. Addenda and Interpretations

The Transportation Agency will not be responsible for any oral interpretation of the meaning of the requirements or specifications in this Invitation For Bid. Every request for such interpretation shall be in writing addressed to: Attention: Kaki Cheung, 55 B Plaza Circle, Salinas, CA 93901. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed and/or faxed with a request for confirmation, to all bidders who have requested addenda. All addenda so issued shall become part of the Contract Documents.

#### 7. Deviations

The Transportation Agency reserves the right to permit deviations from the specifications if an article offered is deemed by the Agency to be of as good quality and as satisfactory for its intended use as an article fully meeting specifications. Unless exceptions are noted by Bidder, the article offered will be assumed to be in accordance with specifications indicated.

#### 8. Examination of Plans, Specifications and Sites

The Bidder shall satisfy him/herself as to the character, quality, and quantities of work to be performed, materials to be furnished, and as to the requirements of the proposed contract. The submission of a bid shall be prima facie evidence that the Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract, plans and specifications.

#### 9. Submission

Only bids submitted on the furnished bid form in Attachment D will be considered. Bids received after the date and time indicated for receipt of bids will not be considered. Bidders will be solely responsible for the delivery of the bid to the Transportation Agency by the time, on the date, and at the location indicated for receipt of bids.

#### 10. Withdrawal Before Bid Opening

Any bids received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the contractor. To be considered, however, the modified bid must be received by the time and date specified above.

#### 11. Protest

In order to protest the bid award, the protestant must have submitted a bid for the work in accordance with the Invitation for Bids. Any protest to the recommended contract award must provide a detailed explanation of how the successful bid did not meet the requirements of the Invitation for Bids. The Transportation Agency's decision on the protest is final. Protests must be received no later than thirteen (13) days prior to the October 26 Transportation Agency Board meeting in year 2011 to be considered.

#### 12. Relief of Bidder after Bid Opening

Unless the Transportation Agency in its sole discretion elects otherwise, a Bidder shall not be relieved of his bid nor shall any change be made in his bid because of mistake. If a Bidder requests relief and the Transportation Agency agrees to consider such request, it will be such Bidder's responsibility to establish that:

- (a) A mistake was made;
- (b) The Bidder gave the Transportation Agency written notice of the mistake within five days after the opening of bids, specifying in detail how the mistake occurred;
- (c) The mistake made the bid materially different than the Bidder intended it to be; and
- (d) The mistake was made in filling out the bid and was not due to error in judgment or to carelessness in reading the IFB or referenced documents.

**C. Award of Contract**

1. Bid Opening

Bids will be opened publicly and publicly announced at the Transportation Agency's office, at the address, on the date, and at the hour indicated herein for the receipt of bids. Bidders are invited (not required) to be present.

2. Duration of Offer

A signed bid is deemed to be an offer to enter into a contract for services and is firm for the period of time stated in the Letter of Invitation, unless extended by the bidder.

3. Discretion of Transportation Agency

Transportation Agency For Monterey County reserves the right to reject any and all bids and to waive informalities and minor irregularities in bids received, other provisions herein notwithstanding.

4. Selection of Contractor

The award, if an award is made, will be to the responsible Bidder, whose "Per Active Call Box Flat Rate" in Attachment D, Bid Form, conforming in all material respects to the terms and conditions of this Invitation For Bids, is the lowest in price for the work requested. The "Per Active Call Box Flat Rate" is defined as a fixed fee for maintaining an active call box on a monthly basis.

5. One Bid

If the Transportation Agency receives only one bid and that bid is made on terms differing from those set forth herein, the Agency may, at its discretion, accept such terms as responsive.

6. Selection Disputes

The Invitation for Bids process is considered concluded when a letter is sent to all participating contractors indicating which contractor will be recommended for Board approval. The firm recommended is not a final selection and no contract is certain until approved by Transportation Agency Board of Directors.

In order to protest the bid award, the protestant must have submitted a bid for the work in accordance with the Invitation for Bids. Any protest to the recommended contract award must provide a detailed explanation of how the successful bid did not meet the requirements of the Invitation for Bids. The Transportation Agency's decision on the protest is final.

Protestants shall submit a detailed written statement of protest to:

Transportation Agency for Monterey County  
55-B Plaza Circle  
Salinas, CA 93901  
Attn: Kaki Cheung

Protests must be received no later than thirteen (13) days prior to the Board meeting to be considered.

## II. General Conditions

### A. Independent Contractor

Contractor is an independent contractor and not an employee or agent of the Transportation Agency and has no authority to contract or enter into any other agreement in the name of the Transportation Agency. Contractor has, and hereby retains, full control over the employment, direction, compensation and discharge of all persons employed by Contractor who are assisting in the performance of services under this Agreement. Contractor shall be fully responsible for all matters relating to the payment of its employees, including compliance with social security, withholding tax and all other laws and regulations governing such matters. Contractor shall be responsible for its own acts and those of its agents and employees during the term of this Agreement.

### B. Changes to Contract

Any changes to the terms of the contract shall require a written amendment, signed by the Transportation Agency Executive Director or a designated representative and Contractor. No claim for additional compensation shall be recognized unless contained in a duly executed amendment.

### C. Cooperation Between Contractors

The Transportation Agency reserves the right to contract for and perform other or additional work on or near the work covered by these specifications. When separate contracts are let within the limits of any one project, each contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors. Contractors working on the same project shall cooperate with each other as directed. Each contractor involved shall assume all liability, financial or otherwise, in connection with his contract and shall protect and save harmless the Transportation Agency from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same project.

## III. Special Conditions

### A. Minimum Qualifications

To be eligible to submit a bid, a bidder must have:

- 1) An office located within the Monterey Bay region or the nine San Francisco Bay Area counties where supplies are stored and repairs will be made, as necessary;
- 2) An established call box maintenance system to record and track call box repairs and other archived data. The same system must also communicate with each call box in the Monterey County system for diagnostic checks and reporting of issues;
- 3) A currently employed day-to-day lead technician, with a minimum two (2) years of call box management experience, responsible for communicating issues with the Transportation Agency project manager;
- 4) At least five (5) years of experience maintaining roadside equipment with similar technology of which three (3) years must be experience in maintaining a call box system in an exemplary manner.

The low bidder will be required to verify these qualifications prior to the award of contract.

### **Other Qualifications**

In addition to the qualifications listed above bidders must have current knowledge of Call Box guidelines and Americans with Disabilities Act (ADA) requirements.

### **B. Period of Performance**

Contractor shall perform call box maintenance from start of contract on February 1, 2012 to January 30, 2015. The Transportation Agency shall have the option at the sole discretion to extend the contract for up to three (3) additional years, subject to a 3% per year price increase, after the initial contract period.

### **C. Subcontractors**

Bidders may subcontract portions of the work to be performed under the contract but must notify the Transportation Agency of the subcontracted work. Bidders shall be held responsible for all work conducted through a subcontractor.

### **D. Inspection and Acceptance by Transportation Agency For Monterey County**

#### **1. Inspection**

All performance, which includes services, materials, supplies and equipment furnished or utilized in the performance of this contract, and workmanship in the performance of services shall be subject to inspection and test by the Transportation Agency or its designated inspector at all times during the term of the contract. The Contractor shall provide adequate cooperation to the Inspector assigned by Transportation Agency to permit the inspector to determine the Contractor's conformity with these specifications and the adequacy of the services being contractually provided.

## 2. Acceptance

If any services performed hereunder are not in conformity with the specifications and requirements of this contract, the Transportation Agency shall have the right to require the Contractor to perform the services in conformity with said specifications and requirements at no additional increase in total contract amount, prior to acceptance. When the services to be performed are of such nature that the difference cannot be corrected, the Agency shall have the right to (1) require the Contractor immediately to take all necessary steps to ensure future performance of the services in conformity with requirements of the contract, and (2) reduce the price to reflect the reduced value of the services performed.

In the event that Contractor fails to perform the services promptly or take necessary steps to ensure future performances of the service in conformity with the specifications and requirements of the contract, the Transportation Agency shall have the right (1) to terminate this contract for default as provided above and (2) by contract or otherwise to have the services performed in conformity with the contract specifications and charge to the Contractor any cost occasioned to Agency that is directly related to the performance of such services.

### **E. Notices**

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To TAMC:           Attention: Kaki Cheung, Project Manager  
 Transportation Agency for Monterey County  
 55 B Plaza Circle  
 Salinas, CA 93901  
 Fax: 831-775-0897  
 Email:kaki@tamcmonterey.org

To Contractor:   Signator of Bid form  
 Address on Bid Form  
 Address on Bid Form  
 Fax number on Bid Form  
 Email address on Bid Form

### **F. Guaranty**

The Contractor guarantees that the services will be performed in a professional manner by qualified personnel. Upon receiving notification from the Transportation Agency that a defect is detected, the Contractor shall repair or replace the work performed initially, without cost to the Agency, and to the Transportation Agency's satisfaction. The Contractor's guaranty excludes damage or defect caused by abuse by the Agency or modifications not executed by the Contractor. The Contractor guarantees to arrive promptly at the date and time scheduled with the Transportation Agency Project Manager prepared to perform the tasks as specified in Attachment A, Scope of Work.

**G. Examination of Specifications and Sites**

Bidders shall satisfy themselves as to the character, quality, and quantities of work to be performed, materials to be furnished, and as to the requirements of the proposed contract. The submission of a bid shall be prima facie evidence that a Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract, plans and specifications. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

**H. Unknown Obstructions**

Should any unknown obstruction be encountered during the course of this contract the Contractor shall immediately bring it to the attention of the Transportation Agency Project Manager. The Contractor shall be responsible for the protection of all employees, existing equipment, furniture, or utilities encountered within the work area.

**I. Cost Estimation**

It is the responsibility of the bidder to make all estimates (labor hours, materials, etc.) to determine his/her bid price to complete the work specified under this IFB. The Transportation Agency shall not be held accountable for differences to the estimates provided in Attachment D, Bid Form.

**J. Supplies**

Contractor is to provide all necessary supplies and to include the costs of such supplies in its bid.

**K. Special Projects**

If any of the work ordered under Attachment A, Article IV, Special Projects is considered a "public work", Contractor shall comply with California Labor Code Sections 1774 and 1775 with respect to prevailing wages.

## ATTACHMENT A---SCOPE OF WORK

### I. GENERAL CONDITIONS

#### **A. Prior to Start of Work**

Contractor shall facilitate at its own cost all transition tasks with the previous maintenance provider, if applicable including, but not limited to, transfer of call box materials, swapping of call box data, and other related tasks. Contractor is expected to start repairs immediately at start of contract period with the appropriate staffing levels and materials necessary. It is the responsibility of the Contractor to account for repairs that may not be completed or have not started by the previous maintenance contractor. The call box system shall be handed over to the Contractor in an “as-is” condition.

#### **B. Work to be Done**

Contractor shall perform all work necessary to maintain the Monterey County motorist aid call box system in a satisfactory manner. No tasks detailed in this section shall be performed by subcontractors other than those listed in Attachment G and without the prior consent from Transportation Agency Project Manager. Contractor shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the rates described in Attachment B, Payment Schedule. All work done shall be in compliance with the CHP/Caltrans Call Box Guidelines and the American Disabilities Act (ADA) regulation.

#### **C. Plans and Specifications**

Contractor shall keep at the field office a copy of all plans and specifications to which Transportation Agency For Monterey County shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY, ATM, sonalert or smart card electronic devices as well as painting processes) shall also be kept by Contractor in the field office and be available for review by the Transportation Agency Project Manager or Transportation Agency For Monterey County designated representative.

#### **D. Rights of Entry and Permits**

Contractor shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required by partner agencies to perform the work hereunder at the cost of Contractor.

#### **E. Materials and Workmanship**

All materials, parts and equipment furnished by Contractor shall be of high grade and free from defects. Replacement enclosures provided by Contractor shall not be of lesser quality as measured by paint brightness, and aluminum and/or coating integrity and shall be guaranteed by Contractor against corrosion and fading for the term of the of the purchase order contract resulting from this Invitation For Bid. Contractor shall warrant all other materials and parts provided or refurbished by Contractor for one (1) year from date of installation. Quality of work shall be in accordance with generally accepted standards and all work shall be subject to all warranty provisions. Materials and work quality shall be subject to the Transportation Agency Project Manager’s or a designated representative’s approval. Contractor shall be responsible for

storing and maintaining materials in a manner that preserves their quality and fitness for future use.

#### **F. Labor**

Only competent workers shall be employed to perform tasks under this Attachment A. Any person found by Transportation Agency For Monterey County to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by Contractor and not re-employed for services. Contractor shall be solely responsible for any and all services performed under the purchase order contract resulting from this Invitation For Bid by its employees and/or subcontractors. Contractor shall enforce strict discipline and good order to ensure that all work is carried out promptly and with due diligence.

#### **G. Inspection**

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by the Transportation Agency Project Manager or a designated representative. Any Transportation Agency For Monterey County authorized representative shall have access to the field office. Approval by the Transportation Agency Project Manager that services meet required performance measures shall precede issuance of yearly performance adjustments, described in Attachment B, Payment Schedule.

#### **H. Condition of Site**

Contractor shall keep call box sites clean and free of rubbish and debris. Materials and equipment brought to the site such as cones, ladders, etc. for the specific purpose of repair, shall be removed from the call box site immediately or as soon as the materials, tools, and equipments are no longer needed.

#### **I. Reuse of Parts:**

Contractor shall reuse parts that have been damaged or replaced assuming Contractor has repaired the parts, and/or ensures that functionality is not degraded and the integrity of the component is not compromised. If available, Contractor may utilize the Transportation Agency's surplus of call box materials at the sole discretion of the project manager. Contractor shall coordinate and facilitate at its own cost the transfer of surplus materials from previous maintenance contractor. The Transportation Agency does not guarantee the quality of the surplus call box materials, whether they are reusable or not nor the availability of such materials for the use of Contractor during the term of the Contract.

#### **J. Reserve Inventory**

Throughout the Contract term, Contractor shall be required to purchase its own call box equipment and maintain a sufficient quantity of such material in stock in their Monterey Bay Region or Bay Area field office to fulfill the requirements of this Attachment A. Replenishing the call box equipment stock is the sole responsibility and at the cost of the Contractor. The Transportation Agency acknowledges any materials purchased by the Contractor that remain unused at the end of the contract is the property of the Contractor.

**K. Storage of Materials**

Contractor shall store call box housings, electronics, poles, and other appurtenances either within their warehouse or within a Transportation Agency For Monterey County designated storage facility. Contractor shall be responsible for organizing supplies in an appropriate manner and may be requested to secure additional storage space should it be needed at the expense of Transportation Agency For Monterey County.

**L. Communication**

Contractor shall ensure that the lead field technician and staff have the necessary communication devices for interacting efficiently with the Transportation Agency Project Manager, other designated representatives, and partner agencies. The devices to be provided by Contractor must include, but are not limited to a cell phone, office phone, fax machine, and email services with the capability to send and receive Microsoft Access® database or equivalent files.

**II. CALL BOX MAINTENANCE SYSTEM**

A maintenance system is currently in place to monitor the Transportation Agency For Monterey County call box system which information will need to be transferred to Contractor's maintenance system. The Transportation Agency For Monterey County is responsible for obtaining all call box data and providing it to the successful Contractor. Contractor shall facilitate such transfer by working with Transportation Agency For Monterey County to format data accordingly. Contractor shall not be compensated for maintenance tasks until the maintenance system is fully operational. The Transportation Agency retains ownership of all files containing call box related data provided to Contractor. All such data shall be turned over to Transportation Agency at the termination of the contract resulting from this Invitation For Bid.

All Transportation Agency for Monterey County call boxes shall be monitored by a maintenance system and each box shall make one (1) call every three (3) days into the system for a diagnostic check up. Contractor's maintenance system shall be compatible with the Transportation Agency call box communication devices. It is Contractor's responsibility to make any necessary changes to their maintenance system in order to perform the maintenance tasks described in this section with the Monterey County call boxes and the overall system. Contractor shall not change any devices in the call boxes to make them compatible with their maintenance system. Any changes and/or upgrades to the maintenance system shall be at the cost of Contractor. The Transportation Agency recognizes that the maintenance system hardware and software developed by contractor prior to the acceptance of this project is the property of Contractor.

The maintenance system must record all work orders related to the call box system and other general information and specifications of each call box in the Monterey County system as specified in Table 1 below. These work orders and along with call box related general information must be easily retrievable and able to download into an Excel® spreadsheet or similar program. All current and previous work orders must be accessible to the Transportation Agency project manager.

Contractor shall meet with the Transportation Agency for Monterey County Project Manager immediately after award of contract to finalize the needs and the layout of the Call Box System

Database and to determine appropriate access for Transportation Agency Project Manager and its designated representatives.

*Table 1. Maintenance System Specifications*

	Update When Site Changed	Update When Site Installed	Update with PM or CM Visit
Call Box Sign Number	✓	✓	
Original Install Date			
Automatic Number Identification (ANI)	✓	✓	
Electronic Serial Number (ESN)	✓	✓	
Mile Post Mark	✓	✓	
Pedestrian Pad Type	✓	✓	
Pedestrian Pad Size	✓	✓	
Site Type	✓	✓	
Retaining Wall Height (provide range)	✓	✓	
Path Size	✓	✓	
Handrail at Site?	✓	✓	
Direction Installed on Highway	✓	✓	
Text Description of Location	✓	✓	
Text Description of Best Access	✓	✓	
Dispatch Center Assigned to Answer Calls (CAC, CHP, etc)	✓	✓	
Latitude / Longitude and Differential Correction Method using Global Positioning System (GPS)	✓	✓	
Site Installation Date	✓	✓	
In Service or Out of Service	✓		
Removal Date	✓		
Reinstall Date	✓		
Mobile Identification Number (MIN) (Call Box Phone Number)	✓	✓	
User Telephone Number (Dispatch Center Number)	✓	✓	
Alarm Telephone Number	✓	✓	
Maintenance Telephone Number	✓	✓	
Install Notes-unusual installation notes	✓	✓	
Speech/Hearing Impaired Device Installed? Type?	✓	✓	
Call Connected Light Installed	✓	✓	
Controller Card Type (e.g., "150", "SRC") and Version Number with Date of Installation	✓	✓	
Transceiver Type / Model with Date of Installation	✓	✓	
Dates of all Preventative Maintenance (PM) Visits to Site	✓		✓
Dates and Descriptions of all Corrective Maintenance (CM) or Above Agreement Activities at Site	✓		✓
Work Order Numbers for all CM activities at Site	✓		✓
Digital Site Photographs	✓	✓	

In addition to the general specifications of each call boxes listed in the table above, the maintenance system database shall include, at a minimum, the following maintenance information on the call box system:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (if different from the first visit) and description of work performed;
- Description of preventative maintenance visits including the call box sign number, date and time of visit, and description of work performed;
- Description of all other site work listed in Section III ,which includes Task C through Task E. These entries should also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, and date and time of completion.

Contractor shall furnish their own digital camera, GPS devices, and other devices or equipment necessary to provide the above information in the maintenance system. Contractor shall keep the maintenance system updated and current to prevent misinformation. Any issues arising from the general upkeep of the system shall be immediately reported to the Project Manager.

### **III. CALL BOX MAINTENANCE TASKS**

Contractor shall perform the following six (6) specific tasks routinely throughout the term of the contract resulting from this Invitation For Bid. Compensation for all work is described in Attachment B, Payment Schedule.

Some call box repairs and maintenance tasks listed hereafter may need to be performed immediately if the repair needed is presenting a potential hazard or if call box components are broken off and in the way of traffic. Should Contractor need to pick up broken off parts, Contractor shall also repair that damaged call box at the same time to minimize the number of trips needed to repair the call box, to the extent reasonable.

#### **Task A. Corrective Maintenance**

Contractor shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (solar panel) and the interface with the cellular system. Contractor shall use Transportation Agency for Monterey County inventory, when applicable, to make such repairs. Corrective maintenance requires that Contractor be accessible to the call box call answering center and CHP to report non-operational call boxes.

Upon notification that a call box is out of service from CHP, call answering center, Transportation Agency for Monterey County, or the maintenance computer, Contractor shall determine the cause and take the necessary action to restore it to good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of corrective maintenance that were reported, shall be completed by 1700 hours on the second full workday following the repair request, regardless of whether foundation work is required. Contractor shall provide sufficient management and field staff to

perform repairs on call boxes within the established time periods. Should Contractor not be able to meet this specified timeframe, Contractor must notify Transportation Agency for Monterey County project manager in writing and the reasons why such repairs shall be delayed.

### **Task B. Preventative Maintenance**

Contractor shall perform the following preventative maintenance tasks necessary to keep call boxes clean and operational. Call boxes with adjunct devices shall be maintained similarly. Contractor shall report to the Transportation Agency Project Manager any unusual findings made while performing preventative maintenance or make recommendations for corrections to call boxes that frequently require preventative maintenance. Some preventative needs may be reported by the Transportation Agency Project Manager or its designated representatives and shall be addressed by Contractor on preventative maintenance visits.

Contractor shall notify the Transportation Agency Project Manager and the call answering center supervisor at the commencement of a major preventative maintenance cycle when a large portion of the call answering center's staff time will be required.

Contractor shall use preventative maintenance visits to protect boxes from corrosion and fading. The color of all call boxes shall fall between Pantone® yellow no. FL100 and Pantone® yellow no. FL123. For call boxes along the Big Sur coast, the color of call boxes shall be green Pantone 336 C and the color of the poles is military brown, federal standard 595 B color 3000 series (matte). Call boxes requiring a housing exchange shall be back in service no later than 1700 hours on the second full work day from when call box housing was first removed. Swapping of aluminum call boxes with Lexan call boxes may be necessary for call boxes demonstrating high corrosiveness but must be approved by the Transportation Agency project manager.

Contractor shall perform the following preventative maintenance tasks at least two (2) times annually for all call boxes:

- Cleaning, sanding off rust and painting of call box housings as necessary (see below);
- Checking call box housing door, magnet, and spring;
- Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- Removal of items not part of call box such as stickers and garbage bags
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of call box controls and system operational sequence including:
  - Removal of faceplate (as necessary);
  - Perform test calls;
  - Check outer door, handset and illumination for proper operation;
  - Check call connect light;
  - Check hook switch; and
  - Check cellular antennae and cable.
- Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds and debris removal);
- Cleaning and bolt tightening for the call box sign;
- Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;

- Testing of the sonalert device by placing a call to the designated answering point and having them initiate and terminate the 100+ decibel alarm;
- Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard/TTY Tray for functionality and keeping both clean.
- Inspection of path for wear and tear or vandalism;
- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls;
- Minor adjustments of call box components that have been shifted including pedestrian pad, signs, retaining wall, and poles; and
- Replacement of faded call box blue sign and missing letter and number stickers.

### **Task C. Knockdown and Vandalism Repairs**

#### 1. Knockdown Repairs

Knockdown repairs shall be defined as services conducted by Contractor to restore call boxes to full operability after being knocked down by vehicle collision or other such causes. Contractor shall make work orders and other related information on a knocked down call box readily available to Transportation Agency for Monterey County and/or its designated representative to assist in knockdown recovery efforts.

#### 2. Vandalism Repairs

Vandalism repairs shall be defined as services conducted by Contractor to repair call boxes, their sites or their components damaged as a result of vandalism, willful acts, or other such causes (including insect intrusion). Such tasks shall include but not limited to: replacing broken outer door, repairing ripped handset, removing graffiti from signs, and repairing damaged site material (pads, retaining walls, etc.).

All work under Task C must be completed by 1700 hours on the second full workday from notification regardless of whether foundation work is needed. In some cases, knockdown and vandalism may present a potential hazard and repairs may be needed as soon as possible. Transportation Agency for Monterey County or its partner agencies shall notify Contractor of such events.

### **Task D. Removal and Installation**

#### 1. Temporary Removals

At the request of Transportation Agency for Monterey County or Caltrans, Contractor shall remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects that come into conflict with Monterey County call boxes. Whenever possible, the Transportation Agency for Monterey County will give one (1) weeks advance notice to Contractor of upcoming temporary removal but in special cases removals may be required immediately. The Transportation Agency retains ownership of call boxes authorized for removal, and Contractor shall store removed boxes at their location and make all removed call boxes available for reinstallation at any time. Contractor shall coordinate the removal, deactivation of long term temporary removals, and storage of call boxes as requested by Caltrans or the Transportation Agency for Monterey County. Contractor shall also maintain proper inventory documentation. In some cases, Contractor may need to pick up boxes that are

temporarily removed by Caltrans or its contractor at off site locations. Coordination for pick up shall be the responsibility of Contractor.

In some cases, call boxes may be inaccessible due to construction already in progress or temporary k-rails in place at which Contractor shall cover the housings with “out of service” bags.

## 2. Reinstallation/Relocation

Once construction project is complete and the temporary removal is no longer necessary, Contractor shall coordinate reinstallation and deferred installation tasks including permitting, site approval, installation, and reactivation. Contractor shall have the call box back in service within three (3) weeks of when Contractor is notified of reinstallation. Some construction projects may cause the call box to be permanently inaccessible. In such cases, Contractor shall recommend relocation of the call box to the Transportation Agency Project Manager for approval.

In other cases, call boxes may need to be relocated due to hazards or other reasons and shall be coordinated by Contractor. Should the call box be relocated to a location that changes the sign number of the call box, the work shall be considered a removal and a relocation. Contractor shall notify Transportation Agency Project Manager, call answering center, and CHP immediately of changes to the sign number, phone number, and/or location information and shall reflect changes in the maintenance system within 24 hours of relocation.

## 3. Permanent Removal

At the request of Transportation Agency for Monterey County, Contractor shall remove call boxes permanently from the system. Such removals may be necessary throughout the term of the contract due to safety issues and other requests from partner agencies. Contractor shall be responsible for all permanent removal activity including the cancellation of phone numbers with service provider. Permanently removed call boxes are the properties of the Transportation Agency and shall be returned to the Transportation Agency’s new contractor for inventory at termination of contract.

## 4. New Installation

At the request of Transportation Agency for Monterey County, Contractor shall install new call boxes. Contractor shall make recommendations on site type and telecommunication service (landline or cellular) and get approval from Transportation Agency Project Manager before installing call box. Contractor shall be responsible for all coordination work, which may include: permitting with local agencies or testing of cell signal with service provider. Call answering center and CHP shall be notified of all new installations no more than 24 hours from installations along with the call box information including phone number, ANI, and location.

### **Task E. Third Party Incidents**

Call box failures due to third party contractors such as telecommunication service providers or Caltrans contractors shall be repaired by Contractor. Contractor shall take the necessary steps to restore the call box to operability which may require coordination with the third party contractor. Work under Task E may include but not limited to: conversion of call boxes to landline service

due to weak cell signal (may include relocation), and upgrade of existing antenna to accommodate changes in cellular system.

Failure of call boxes due to third party contractors may leave call boxes out of service for several days. In these situations, Contractor shall notify the Transportation Agency Project Manager immediately and have the call box bagged until call box is fully operational.

### **Task F. Administrative Tasks**

Contractor shall be responsible for routine administrative tasks detailed below to facilitate the performance of the services to be provided under the contract resulting from this Invitation For Bid.

#### **1. Meetings, Field Surveys, and Correspondences**

Contractor shall attend meetings and conduct field surveys that relate to the call box system as requested by the Transportation Agency Project Manager. Contractor shall respond to written and email inquiries regarding the call box system submitted by Transportation Agency Project Manager or its partners in a timely manner. Correspondences with the systems management consultant, private call answering center, call box inspector, cellular service provider and other Transportation Agency contractors may be required to resolve issues related to the call box system. At the reasonable request of the Transportation Agency Project Manager, plans, drawings, maps, and other documents shall be provided by Contractor to the Agency at no additional cost, unless such plans or documents requires resources beyond the scope of this Agreement.

#### **2. Right of Way/Entry Permits**

Contractor shall be responsible for obtaining the appropriate permits required to maintain the Transportation Agency for Monterey County call box system. Contractor shall prepare and submit encroachment permit applications to the appropriate authorizing agent and shall be the primary point of contact for permit issues related to the call box system. Any cost incurred in obtaining such permits shall be at the expense of Contractor.

#### **3. Inventory and Supplies**

Contractor shall be responsible for the general upkeep of the Monterey County call box storage including tracking inventory of supplies, disposing of obsolete and irreparable parts, and organizing of components within the storage facility. Transportation Agency for Monterey County occasionally sells used call box supplies to other vendors and may request Contractor to coordinate sale and delivery of such supplies.

#### **4. System Management Maintenance**

Contractor shall maintain and frequently update the call box maintenance system to reflect changes to the call box system and information on maintenance tasks. Contractor shall also make changes to the maintenance system at the request of the Transportation Agency Project Manager. Any changes to the phone number, automatic number identification (ANI), or location must be updated within 48 hours of the change in the maintenance system and shall be reported to the Project Manager, CHP, and the private call answering center. Work orders for any of the tasks

listed in Section III shall be updated in the maintenance system no later than one (1) week from when work order is complete.

A database containing the current system's specifications as listed in *Table 2* below shall be sent to Transportation Agency Project Manager on the second Monday of each month. The System Installed Report must be in a Microsoft Excel® or Access® compatible file.

***Table 2. System Installed Report Specifications***

1.	Reporting Period, Month/Date/Year, start date and end date, total number of days
2.	Active Call Box / Sign Number
3.	Temporarily Removed Call Box / Sign Number
4.	Automatic Number Identification (ANI)
5.	Mobile Identification Number (MIN) (Call Box Phone Number)
6.	Site Type
7.	Presence of pad, path, retaining wall, handrails, or other special components
8.	Direction Installed on Highway
9.	Telecommunication service provider (landline or digital cellular)
10.	Total report calls
11.	Total report call time
12.	Total calls
13.	Total time
14.	Average calls per box
15.	Average call times per box

#### **IV. SPECIAL PROJECTS**

Contractor may be requested to conduct special projects during the term of the Agreement as it relates to the call box system. Special projects may include but are not limited to: special site evaluations related to the call box system and/or repair work beyond the scope of this Agreement in unforeseeable events.

All tasks under this Section will be initiated through Transportation Agency issued Task Orders.

## ATTACHMENT B---PAYMENT SCHEDULE

### **I. COMPENSATION FOR SERVICES**

All tasks detailed in Attachment A, Scope of Work, Section III, Tasks A-F, based on the average number of active call boxes in the month multiplied by the “Per active call box flat rate” as listed in Attachment D, Bid Form. The number of active boxes is an average of the number of call boxes making scheduled diagnostic check up calls into the maintenance system that month.

The “Per Active call box flat rate” is firm fixed sums including all labor and materials required to fulfill the requirements as laid forth in Attachment A, Scope of Work, Tasks A-F, and including all applicable surcharges such as taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance.

Should the contract be extended for additional years, the flat rate price is subject to a 3% per year price increase.

#### **Special Projects**

All tasks under Task Order Work will be initiated through Attachment C, Task Order Form. The task order may be paid through time and materials or a lump sum at the Agency’s discretion depending on the type of work.

### **II. INVOICING**

Contractor shall invoice the Transportation Agency on a monthly basis. The invoice shall include details of the work performed in that month. Work orders must be submitted for all work done in the month, unless electronic work orders can be provided.

### ATTACHMENT C---TASK ORDER FORM

1. Task Order No. (include FY)	
2. Title of Task:	
3. Description of work:	Summarize key task expectations.
4. Original Maximum Payment:	
5. Amended Maximum Payment:	<i>Include each amendment to maximum payment, by amendment number, for particular fiscal year.</i>
6. Schedule and Completion Date:	
8. Payment terms:	

Payment Terms

**Time and Materials (specify hourly rate for applicable personnel and/or expenses).**

Tasks	Total Cost
A.	
B.	
C.	
<b>Total:</b>	

Transportation Agency for Monterey County

Contractor

\_\_\_\_\_  
Kaki Cheung, Project Manager

\_\_\_\_\_  
Name, Position

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Debra L. Hale, Executive Director

\_\_\_\_\_  
Date:

## ATTACHMENT D---BID FORM

Bidders shall list their “Per active call box flat rate” in the table below. The bid price is a fixed fee for maintaining an active call box on a monthly basis. The average number of active call boxes in the month varies. It is the bidder’s responsibility to bid reasonably and account for fluctuations in the number of active call boxes and the necessary labor hours and materials to maintain the Monterey County call box system of which may vary from month to month. Price listed in the “Per active call box flat rate” shall be the final contract price. Should the contract be extended beyond its initial three year term, the “Per active call box flat rate” is subject to a 3% per year price increase.

Price is firm fixed sums including all labor and materials required to fulfill the requirements as laid forth in Attachment A, Scope of Work and all applicable surcharges such as taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance.

Monthly Tasks	<i>Per active call box flat rate</i>
Performance of all necessary Task A through Task F as detailed in Attachment A, Scope of Work	\$

<b>Minimum Qualifications:</b> Check either yes or no	<u>Yes</u>	<u>No</u>
Does your firm have an office located within the Monterey Bay region or the nine San Francisco Bay Area counties where supplies are stored and repairs will be made, as necessary?		
Does your firm have an established call box maintenance system to record and track call box repairs and other archived data? Does the same system have the capability to communicate with each call box in the Monterey County call box system for diagnostic checks and reporting of issues?		
Does your firm currently employ a lead technician, with a minimum two (2) years of call box management experience, who will be responsible for communicating issues with the Transportation Agency project manager?		
Does your firm have at least five (5) years of experience maintaining roadside equipment with similar technology of which three (3) years must be experience in maintaining a call box system?		

<b>Signature of Authorizing Official:</b>	
Name of Bidding Company	
Address	
Phone Number	
Fax Number	
Email	
License Number and Type	
<b>By signing below you acknowledge and agree to provide the required services, and comply with all the terms and conditions (including all applicable insurance requirements) listed in this IFB.</b>	
Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	

**NON-COLLUSION DECLARATION:**

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

\_\_\_\_\_, declares that he or she is  
(Bidder's Name)

\_\_\_\_\_ of \_\_\_\_\_,  
(Title) (Company's Name)

the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix to the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

\_\_\_\_\_  
Type/Print Appropriate Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT E---REFERENCE FORM

Name of Bidding Company \_\_\_\_\_

Representative Name & Title \_\_\_\_\_

Phone Number \_\_\_\_\_

References must not be relatives of the Bidder’s representatives or owners. The references given must be for clients with contracts of a similar work scope to this project. References given must be for clients who will provide references which satisfy the minimum requirements detailed in the Invitation For Bids, Letter of Invitation. Only those references listed below shall be contacted. It is the Bidder’s sole responsibility to list reliable and responsive references.

Contractor’s References (Provide 3 clients)

1. **Client's Name** \_\_\_\_\_  
 Service Provided \_\_\_\_\_  
 Contact Person/Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & Zip Code \_\_\_\_\_  
 Phone Number & Email \_\_\_\_\_
  
2. **Client's Name** \_\_\_\_\_  
 Service Provided \_\_\_\_\_  
 Contact Person/Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & Zip Code \_\_\_\_\_  
 Phone Number & Email \_\_\_\_\_
  
3. **Client's Name** \_\_\_\_\_  
 Services Provided \_\_\_\_\_  
 Contact Person/Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & Zip Code \_\_\_\_\_  
 Phone Number & Email \_\_\_\_\_

## ATTACHMENT F---KEY PERSONNEL ASSIGNMENTS

	<u>Staff Name</u>	<u>Title/Project Task</u>	<u>Estimated Hours</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
	<b>TOTAL</b>		

### ATTACHMENT G---SUBCONTRACTOR LIST

	<u>Name/address of subcontractor</u>	<u>Description of Work</u>	<u>Estimated hours of work</u>
1.			

## ATTACHMENT H---SAMPLE TAMC STANDARD AGREEMENT

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY**  
**AND (CONTRACTOR'S NAME)**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

This is an agreement between the Transportation Agency for Monterey County, hereinafter called "TAMC," and [consultant's name], a [indicate legal status of entity, e.g., a California corporation, an individual dba ... , a California partnership, etc.], [consultant's address], hereinafter called "Consultant."

The parties agree as follows:

1. Employment of Consultant. TAMC hereby engages Consultant and Consultant hereby agrees to perform the services set forth in Exhibit A, in conformity with the terms of this Agreement. Consultant will complete all work in accordance with the work schedule set forth in Exhibit A.
  - (a) The work is generally described as follows:
  - (b) Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
  - (c) Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
  - (d) Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.
  - (e) Consultant's project manager shall be the person specified in Exhibit A. If Consultant desires to change the project manager, Consultant shall get written approval from TAMC of the new project manager.
2. Term of Agreement. The term of this Agreement shall begin upon execution hereof by Consultant and TAMC and, unless earlier terminated as provided herein, shall remain in force until \_\_\_\_\_.
3. Payments to Consultant; maximum liability. Subject to the limitations set forth herein, TAMC shall pay to Consultant the amounts provided in the Work Directive, upon receipt of deliverables listed therein. Each payment by TAMC shall be for a specific deliverable

outlined in the Work Directive. The maximum amount payable to the Consultant is set forth in the Work Directive.

4. Monthly Invoices by Consultant; Payment.

- (a) Consultant shall submit to TAMC an invoice, in a format approved by TAMC, setting forth the amounts claimed by Consultant, the deliverables for which payment is requested, together with an itemized basis for such amounts, and setting forth such other pertinent information TAMC may require. Consultant shall submit such invoice monthly or as agreed by TAMC, but in no event shall such invoice be submitted later than 30 days after completion of Consultant's work hereunder. It is understood and agreed that Consultant shall complete all work described in Exhibit A for an amount not exceeding that set forth above, notwithstanding Consultant's submission of periodic invoices.
- (b) If, as of the date of execution of this Agreement, Consultant has already received payment from TAMC for work which is the subject of this Agreement, such amounts shall be deemed to have been paid under this Agreement and shall be credited toward TAMC's maximum liability set forth above.
- (c) Consultant shall be reimbursed for travel expenses not to exceed the State of California approved travel reimbursement rates, which are to be included as part of the \$ \_\_\_\_\_ maximum contract amount.
- (d) Consultant agrees that the Contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR), Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the allowability of individual items of cost.
- (e) Consultant agrees to comply with Federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (f) Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to the TAMC.

5. Indemnification.

To the fullest extent permitted by law, including California Civil Code sections 2782 and 2782.6, CONTRACTOR shall defend (with legal counsel reasonably acceptable to the AGENCY), indemnify and hold harmless the AGENCY, its officers, agents, and employees, from and against any and all claims, losses, costs, damages, injuries (including injury to or death of an employee of CONTRACTOR or its subcontractors), expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify the AGENCY, its officers, agents, and employees, shall not apply to the extent that such Liabilities are caused in part by the sole negligence, active negligence, or willful misconduct of the AGENCY, its officers, agents, and employees. To

the extent there is an obligation to indemnify under this Paragraph, CONTRACTOR shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from CONTRACTOR's negligence, recklessness, or willful misconduct.

6. Insurance.

- (a) Without limiting Consultant's duty to indemnify as set forth in this agreement, Consultant shall maintain, at no additional cost to TAMC, throughout the term of this Agreement a policy or policies of insurance with the following coverage and minimum limits of liability (check if applicable):

Commercial general liability insurance, including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of \$1,000,000 per occurrence.

Professional liability insurance in the amount of not less than \$1,000,000 per claim and \$3,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims made" basis rather than an "occurrence" basis, Consultant shall, upon the expiration or termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or termination of this Agreement.

Comprehensive automobile liability insurance covering all motor vehicles, including owned, leased, hired and non-owned vehicles used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.

- (b) All insurance required under this Agreement shall be with a company acceptable to TAMC and authorized by law to transact insurance business in the State of California. Unless otherwise provided herein, all such insurance shall be written on an occurrence basis; or, if any policy cannot be written on an occurrence basis, such policy shall continue in effect for a period of two years following the date of Consultant's completion of performance hereunder.
- (c) Each policy of insurance required under this Agreement shall provide that TAMC shall be given written notice at least thirty days in advance of any change, cancellation or non-renewal thereof. Each policy shall provide identical coverage for each subcontractor performing work under this Agreement, or be accompanied by a certificate of insurance for each subcontractor showing identical insurance coverage.
- (d) Commercial general liability and automobile liability policies shall provide an endorsement naming TAMC, its officers, agents, and employees, as additional insureds and shall further provide that such insurance is primary to any insurance or self-insurance maintained by TAMC, and that no insurance of any additional insured shall be called upon to contribute to a loss covered by Consultant's insurance.

7. Workers' Compensation Insurance. If during the performance of this contract, Consultant employs one or more employees, then Consultant shall maintain a workers' compensation plan covering all of its employees as required by Labor Code Sec. 3700, either (a) through workers' compensation insurance issued by an insurance company, with coverage meeting the statutory limits and with a minimum of \$1,000,000.00 per occurrence for employer's liability, or (b) through a plan of self-insurance certified by the State Director of Industrial Relations, with equivalent coverage. If Consultant elects to be self-insured, the certificate of insurance otherwise required by this agreement shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. The provisions of this paragraph apply to any subcontractor employing one or more employees, and Consultant shall be responsible for all subcontractors' compliance herewith.
8. Certificate of Insurance. Prior to the execution of this agreement by TAMC, Consultant shall file certificates of insurance with TAMC's contract administrator evidencing that Consultant has in effect the insurance required by this Agreement. Consultant shall file a new or amended certificate promptly after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify any indemnification provision of this Agreement.
9. Maintenance of Records. Consultant shall prepare, maintain and preserve all reports and records that may be required by federal, State, and local rules and regulations relating to services performed under this Agreement. Consultant shall retain all such records for at least five years from the date of final payment, or until any litigation relating to this Agreement is concluded, whichever is later.
10. Right to Audit at Any Time. TAMC officials shall have the right, at any time during regular working hours and on reasonable advance notice, to examine, monitor and audit all work performed and all records, documents, conditions, activities and procedures of Consultant or its subcontractors relating to this Agreement. Government Code Section 8546.7 provides that an audit by the State Auditor General may be performed up to three years after the final payment under any contract involving the expenditure of public funds in excess of \$10,000.
11. Confidentiality; Return of Records. Consultant and its officers, employees, agents, and subcontractors shall comply with all federal, State and local laws providing for the confidentiality of records and other information. Consultant shall not disclose any confidential information received from TAMC or prepared in connection with the performance of this Agreement without the express permission of TAMC. Consultant shall promptly transmit to TAMC all requests for disclosure of any such confidential information. Consultant shall not use any confidential information gained through the performance of this Agreement except for the purpose of carrying out Consultant's obligations hereunder. When this Agreement expires or terminates, Consultant shall return to TAMC all records, which Consultant utilized or received from TAMC to perform services under this Agreement.
12. Termination. TAMC may terminate this Agreement by giving written notice of termination to Consultant at least thirty (30) days prior to the effective date of termination, which date shall be specified in any such notice. In the event of such termination, the amount payable

hereunder shall be reduced in proportion to the services provided prior to the effective date of termination. TAMC may terminate this Agreement at any time for good cause effective immediately upon written notice to Consultant. "Good cause" includes, without limitation, the failure of Consultant to perform the required services at the time and in the manner provided herein. If TAMC terminates this Agreement for good cause, TAMC may be relieved of the payment of any consideration to Consultant, and TAMC may proceed with the work in any manner, which it deems proper. Costs incurred by TAMC thereby shall be deducted from any sum otherwise due Consultant.

13. Amendments and Modifications. No modification or amendment of this agreement shall be valid unless it is set forth in writing and executed by the parties hereto.
14. Non-discrimination. Throughout the performance of this Agreement, Consultant will not unlawfully discriminate, harass or allow harassment, against any person because of sex, race, color, religious creed, sex, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, marital status, age (over 40), denial of family and medical care leave, denial of pregnancy disability leave, or sexual orientation, either in Consultant's employment practices or in the furnishing of services to recipients. Consultant shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. Consultant shall comply fully with all federal, State and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to any target population designated herein shall not be deemed prohibited discrimination.
15. Harassment. The Agency maintains a strict policy prohibiting unlawful harassment, including sexual harassment, in any form, including verbal, physical and visual harassment by any employee, supervisor, manager, officer or Board member, or agent of the employer. Vendors, contractors, and consultants shall not engage in conduct that has an effect of unreasonably interfering with a TAMC employee's work performance or creates an intimidating, hostile or offensive work environment.
16. Disadvantaged Business Enterprises (DBE) Participation. TAMC has established \_\_\_% goal for the participation of DBE for this Agreement. However, the Consultant shall be fully informed of DBE requirements in Caltrans Local Assistance Procedures Manual Exhibit 10-I and Caltrans Local Assistance Procedures Manual Exhibit 10-J. These are attached in Exhibit D and Exhibit E.
17. Independent Contractor. In its performance under this Agreement, Consultant is at all times acting and performing as an independent contractor and not as an employee of TAMC or any of its member jurisdictions. No offer or obligation of employment is intended in any manner, and Consultant shall not become entitled by virtue of this Agreement to receive any form of benefits accorded to employees including without limitation leave time, health insurance, workers' compensation coverage, disability benefits, and retirement contributions. Consultant shall be solely liable for and obligated to pay directly all applicable taxes, including without limitation federal and State income taxes and social

security arising out of Consultant's performance of this Agreement. In connection therewith, Consultant shall defend, indemnify, and hold harmless TAMC from any and all liability, which TAMC may incur because of Consultant's failure to make such payments.

18. Delegation of Duties; Subcontracting. Consultant is engaged by TAMC for its unique qualifications and abilities. Consultant may not, therefore, delegate any of its basic duties under this Agreement, except to the extent that delegation to consultant's employees is contemplated herein. No work shall be subcontracted without the written consent of TAMC, except as provided in this Agreement or its attachments. Notwithstanding any subcontract, Consultant shall continue to be liable to TAMC for the performance of all work hereunder. Any work performed by a subcontractor shall be done in conformance with this Agreement, and TAMC shall pay Consultant for the work but not for any markup, including subcontract management, supervision, administrative and other expenses, or reimbursable costs. Consultant shall not assign, sell, mortgage or otherwise transfer its interest or obligations in this Agreement without TAMC prior written consent.
19. Agency's Rights in Work Product. All original materials prepared by Consultant in connection with its work hereunder -- including but not limited to computer codes, customized computer routines developed using proprietary or commercial software packages, reports, documents, maps, graphs, charts, photographs and photographic negatives -- shall be the property of TAMC and shall be delivered to TAMC prior to final payment. Consultant may utilize any existing materials developed by Consultant prior to commencement of work under this Agreement, which materials shall remain the property of Consultant.
20. Compliance with Terms of Federal or State Grant. If any part of this Agreement has been or will be funded pursuant to a grant from the federal or State government in which TAMC is the grantee, Consultant shall comply with all provisions of such grant applicable to Consultant's work hereunder, and said provisions shall be deemed a part of this Agreement as though fully set forth herein.
21. Conflict of Interest. Consultant warrants that it presently has no interest and shall not acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with its full and complete performance of all services under this Agreement.
22. Governing Laws. This Agreement shall be construed and enforced according to the laws of the State of California, and the parties hereby agree that the County of Monterey shall be the proper venue for any dispute arising hereunder.
23. Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section

1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.

- 24. Waiver. Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.
- 25. Successors and Assigns. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.
- 26. Time is of the Essence. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.
- 27. Contract Administrators. Consultant’s designated principal responsible for administering Consultant’s work under this Agreement shall be [NAME and TITLE]; TAMC’s designated administrator of this Agreement shall be [NAME and TITLE].
- 28. Notices. Notices required under this Agreement shall be delivered personally or by electronic facsimile, or by first class or certified mail with postage prepaid. Notice shall be deemed effective upon personal delivery or facsimile transmission, or on the third day after deposit with the U.S. Postal Service. Consultant shall give TAMC prompt notice of any change of address. Unless otherwise changed according to these notice provisions, notices shall be addressed as follows:

To TAMC:

To Consultant:

Tel:  
Fax:

Tel:  
Fax:

- 29. Non-exclusive Agreement. This Agreement is non-exclusive and both parties reserve the right to contract with other entities for the same or similar services.
- 30. Execution of Agreement. Any individual executing this Agreement on behalf of an entity represents and warrants that he or she has the requisite authority to enter into this Agreement on behalf of such entity and to bind the entity to the terms and conditions hereof. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

31. Debarment and Suspension Certification. Consultant's signature affixed below shall constitute a certification under penalty of perjury under the laws of the State of California that the Consultant has complied with CFR Title 49, Part 29, Debarment and Suspension Certificate which certifies that Consultant or any person associated with Consultant in the capacity of owner, partner, director, officer, or manager is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to the TAMC.
32. Exhibits. The following Exhibits are attached hereto and incorporated by reference:
- Exhibit A – Scope of Work and Work Schedule
  - Exhibit B – Fixed Fee Schedule
  - Exhibit C – A completed federal W-9 form, Request for Taxpayer identification Number and Certification.
  - Exhibit D – Caltrans Local Procedures Manual Exhibit 10-I (Notice to Bidders/Proposers Disadvantage Business Enterprise Information)
  - Exhibit E – Caltrans Local Procedures Manual Exhibit 10-J (Standard Agreement for Subcontractor/DBE Participation)
33. Entire Agreement. This document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.

IN WITNESS WHEREOF, TAMC and Consultant execute this agreement as follows:

TAMC

CONTRACTOR

\_\_\_\_\_  
Consultant's Business Name\*

By \_\_\_\_\_  
Debra L. Hale  
Executive Director

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_

INSTRUCTIONS: If Consultant is a corporation (including limited liability and nonprofit corporations), the full legal name of the corporation shall be set forth together with the signatures of two specified officers. If Consultant is a partnership, the name of the partnership shall be set forth together with the signature of a partner with authority to execute this Agreement on behalf of the partnership. If Consultant is contracting in an individual capacity, the individual shall set forth the name of his or her business, if any, and shall personally sign the Agreement.

\*\*\*\*\*

Approved as to form:

\_\_\_\_\_  
TAMC Counsel

Dated: \_\_\_\_\_

For TAMC internal use:

Work Element number to be used for the contract: \_\_\_\_\_

## ATTACHMENT I---INSURANCE REQUIREMENTS

Minimum Insurance Coverage: CONTRACTOR shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best's rating of A-X or better.

<p>Yes (√)</p>	<p><b>Please certify by checking the boxes at left that required coverages will be provided within five (5) days of Transportation Agency For Monterey County's notice to firm that it is the successful bidder.</b></p>
<p>—</p>	<p><u>Workers' Compensation Insurance</u> issued by an insurance company, with coverage meeting the statutory limits and with a minimum of \$1,000,000.00 per occurrence for employer's liability, or through a plan of self-insurance certified by the State Director of Industrial Relations, with equivalent coverage. If the contractor elects to be self-insured, the certificate of insurance otherwise required by this agreement shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. The provisions applies to any subcontractor employing one or more employees, and contractor shall be responsible for all subcontractors' compliance herewith.</p>
<p>—</p>	<p><u>Commercial General Liability Insurance</u> including but not limited to premises, personal injury, products, and completed operations, with a combined single limit of \$1,000,000 per occurrence.</p> <p>Commercial general liability and automobile liability policies shall provide an endorsement naming TAMC, its officers, agents, and employees, as additional insureds and shall further provide that such insurance is primary to any insurance or self-insurance maintained by TAMC, and that no insurance of any additional insured shall be called upon to contribute to a loss covered by Consultant's insurance.</p>
<p>—</p>	<p><u>Comprehensive automobile liability insurance</u> covering all motor vehicles, including owned, leased, hired and non-owned vehicles used in providing services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.</p>
<p>—</p>	<p><u>Property Insurance</u> covering contractor's own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of the Transportation Agency (if any), debris removal, and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" ("All Risk") that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of the Transportation Agency. If such insurance coverage has a deductible, the contractor shall also be liable for the deductible.</p>

**By signing below, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within five (5) days of the Transportation Agency’s notice to firm that it is the successful bidder.**

Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	
Date	

**NOTE: If you were unable to check “Yes” for any of the required minimum insurance coverage listed above, a request for exception to the appropriate insurance requirement(s) must be brought to the Transportation Agency’s attention no later than the date for protesting Invitation For Bid provisions. If such objections are not brought to the Transportation Agency’s attention consistent with the protest provisions of this Invitation For Bid, compliance with the insurance requirements will be assumed.**

## ATTACHMENT J---SYSTEM OPERATION AND SITE CONDITION FORM

Sign Number	CHP Location Data
Installation Location Data	Date of Inspection
ANI	Time of Inspection
Telephone Number	Notes
Site Type	

Operational Tests	Yes/No	Visual Inspection	Yes/No
Handset sits in cradle properly		Call box orientation correct	
Ringing is heard		Outer door functions properly	
Fully duplex communications is established		Housing parts secure	
Audio quality good		User instructions attached	
ANI requested by CHP and sent by call box		Handset retaining mechanism functions	
ANI verified by CHP		Handset cable armored	
Location data verified by CHP		Anti-theft label attached	
Sign Number verified with CHP		Weep hole clear	
Phone number verified with CHP		Handset is hearing aid compatible	
Feedback audible during process		Tamper-proof hardware used on solar panel	
Terminate command received by call box		Solar panel hardware secure	
Call box connection terminated		Solar panel correctly oriented and clear	
TTY Keyboard functions and messages are received by call answering center.			

Site Inspection	Yes/No	Virtual Hold Testing	Yes/No
Handrail installed properly		Virtual hold functions properly	
Handrail constructed properly		Full duplex dropped	
Site not obstructed		Feedback heard in handset	
Site grading and preparation IAW plans		Beep heard in handset (CHP call back)	
Site retaining/foundation wall construction IAW plans		Full duplex reestablished	

Shoulder is 8 ft minimum	ANI Requested by CHP and sent by call box
Breakaway base orientation correct	SONALERT TESTING Yes/No
Operations height limit set @ 54"	Sonalert audible
Pad height @ 1/2" above grade	Sonalert functions IAW specs
Pad alignment and interface IAW plans	Sonalert terminates properly
Opposite box pairing within limits	Add-On Components Yes/No
Holes in pad filled (large pads only)	Feature operational