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r e l o c a t i o n c o n n e c t i o n s i n c

Facility & Relocation Management Services

3170 Crow Canyon Place, Suite 210
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Request for Proposal

for

California Joint Powers Risk Management Authority

Requested By:
Renee Ralston
Project Manager
Relocation Connections, Inc.
925.242.4343 Phone
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Section 1: Project General Requirements

1.01 SUMMARY OF WORK

- A. This specification applies to the procurement and installation for Audio Visual Systems for the California Joint Powers Risk Management (CJPRMA) location in Livermore, CA.
- B. The work included as specified herein (section 2, 3 and 4) and shown on the drawings to be provided.

1.02 LOCATION OF WORK AND OWNER

- A. All work on the project shall be done at the job site located at:
3252 Constitution Drive, Livermore, CA 94551.
- B. CJPRMA shall be herein referred to as Owner.

1.03 EXAMINATION OF SITE / EXISTING CONDITIONS

- A. The Contractor shall visit the site and determine the locale, working conditions and conflicting conditions in which audio visual work will take place. The Contractor shall work with Relocation Connections, Inc., a project management firm, designated General Contractor, and a CJPRMA Representative. The building is currently in shell condition with an estimated February 5, 2010 move-in date. The Owner and Owner's designated Project Manager and General Contractor will determine dates the building will be available for installation. **Time has been set aside for a site walk thru at 3252 Constitution Drive on Wednesday, October 14, 2009 at 11:00 a.m.** Please call or email Renee Ralston at 925-242-4343, renee@reloconnect.com to confirm your attendance.

1.04 UNIT PRICING

- A. The contractor shall submit additive and deductive per item prices for changes of quantities indicated on the drawings or stated in the Specifications. Per item prices shall remain in effect until completion of the project. Overhead, profit, labor burden, taxes, fees, and other work shall be included. Per item prices shall be submitted on a one-unit basis. Each per item price shall include the necessary equipment and wire for the device.

1.05 ELECTRICAL REQUIREMENTS

- A. Provide complete information to Ware Malcomb, Architect, regarding electrical requirements for the systems, devices, equipment and product specified in the Drawings and Specifications for this project. (Electrical contractor will provide low-voltage power at security panel in Server Room.)

1.06 ESTIMATE FORMAT

- A. Company Profile and Executive Summary – this section is to include resumes of project assigned personnel, length of time company has been in business, credit references from two material suppliers and at least four references from current and past projects.

- B. Installation Schedule – Rough-in dictated by Contractor. System installation, including training prior to an estimated move-in date of February 2, 2010 to be determined by Owner.
- C. Detailed Test Procedure
- D. Equipment Costs and Description of Materials Recommended
- E. Labor Hours and Rates (include estimates of overtime required) – **PREVAILING WAGES ARE REQUIRED.**
- F. Warranties for Labor and Materials
- G. Estimated Not To Exceed Price – this will be finalized once the final drawings have been approved by Owner. Contractor to provide itemized pricing for proposal format. Per item prices shall be submitted on a one-unit basis. Overhead, profit, labor burden, taxes, fees, and other work shall be included.
- H. List of Deliverables
- I. Type and Cost of Post-Move Support Available

Two (2) copies of your budget estimate response are to be delivered as follows:

1 copy to: David Clovis
Assistant General Manager
California Joint Powers Risk Management Authority
2333 San Ramon Valley Blvd., Suite 250
San Ramon, CA 94583

1 email copy to: Renee Ralston
Relocation Connections, Inc.
3170 Crow Canyon Place, Suite #210
San Ramon, CA 94583
renee@reloconnect.com

Responses are due no later than **Monday, October 26th by 5:00 p.m.** The contract will be awarded by on Friday, November 6th or soon thereafter.

1.07 SUBMITTALS

A. As-Built Drawings

1. The Contractor shall keep up-to-date and available to the Owner, or a representative, complete blue line prints of the project clearly annotated with “As-Built” data as the work is performed.

1.08 MAINTENANCE

A. The Contractor shall furnish the following:

1. Two (2) copies of all manufacturer’s specifications and installation instructions for each piece of equipment.

2. Complete data for maintenance requirements and operation instructions shall be delivered.
 3. A detailed, written recommended procedure for maintenance on each piece of equipment.
- B. Software Maintenance: Contractor shall supply one (1) year software maintenance. During the software maintenance period all updates whether product enhancements or “bug” fixes, shall be installed at the Contractor’s expense.
- C. The Contractor shall prepare and submit, as an option to the Owner, a proposal outlining maintenance and warranty options as listed below:
1. An extended warranty proposal to issue extended warranty coverage on each piece of equipment and the system inclusively, which will extend full warranty for a period of one (1) additional year.
 2. A maintenance proposal to provide full maintenance service of each component of the system installed. The maintenance proposal shall be presented as an option to the client. The maintenance proposal shall include response options including, but not limited to, same day response time, seven days a week including holidays.

1.09 WARRANTIES

- A. All equipment and systems shall be guaranteed by the Contractor for a period of one (1) year commencing with the filing date of occupancy. The warranty shall cover all costs for Warranty Service, including parts, labor, same day response field service, pick-up, transportation, delivery, reinstallation, and re-testing.

1.10 TRAINING

- A. The Contractor shall supply a minimum of, but not limited to, eight (8) hours of onsite training on the new systems prior to system activation and commissioning. Training will encompass all systems, and any specialized training required for specific equipment.
- B. The Contractor shall provide the Owner with a twenty-four (24) hour Technical Support line as part of this contract. This service shall begin on the day of commissioning and end approximately one (1) year later. From that point forward, the Contractor will offer this service as a predetermined cost as part of the Maintenance and Service agreement.
- C. Contractor shall furnish one (1) complete copy of all training materials. Training materials shall include operator’s manual, maintenance manual, course notes and system operating scenario.

Section 2: Conference Room

2.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete Audio Visual System and equipment. Provide a quotation that provides line item pricing for all equipment, parts and labor. The quote must utilize prevailing wage as the basis for the compensation of employees and sub-contractors.

- B. All wiring and testing of electrified hardware with audio visual equipment is the responsibility of the Contractor at the time of installation.

2.02 SYSTEM DESCRIPTION

- A. Basic components of the Audio Visual System shall include:
 1. Provide and install a wall mount HD LCD Flat Panel Display. (The size of the monitor should be based upon the viewing area of the room per the attached diagram, must meet 1080P Protocol.)
 2. Provide and install a DVD player.
 3. Provide and install all wiring necessary to provide computer connection from laptop at conference room table to LCD flat panel monitor. (Power point presentations etc.)
 4. Provide and install a conference phone (Polycom) for the conference room table.
 5. Provide for connection of LCD Display to Comcast Service.
 6. Identify cabling and power requirements for the above identified requirements.

Section 3: Board/Training Room

3.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete Audio Visual System and equipment. Provide a quotation that provides line item pricing for all equipment, parts and labor. The quote must utilize prevailing wage as the basis for the compensation of employees and sub-contractors.

3.02 SYSTEM DESCRIPTION

- A. Basic components of the audio visual Card Access Control System shall include:
 1. Provide and install a 16:9 format, HD Quality, electric, remote controlled, ceiling mounted drop screen. The size of the screen to be designed based upon the viewing area of the room per the attached diagram.
 2. Provide and install a HD Quality, High Output, Video Display Projector, mounted in the ceiling. The unit will provide for computerized presentations, DVD viewing and will be wired for broadcasting television programs via the Comcast Cable System. Computer connections to the projector system will be located in several access points within the board room. The location of the access panels are identified on the diagram.
 3. Provide and install a DVD player to be mounted in the audio visual cabinet per the diagram.
 4. Provide and install a wireless control system that controls the projector, drop down screen, DVD player, lights, audio systems, and electric shades.
 5. Provide and install speakers in ceiling that provide for effective amplification per the attached diagram.

6. Identify the location of the electrical junction box for the LCD Projector.
7. Identify the location and the power requirements for the ceiling mounted screen.
8. Identify all cabling, electrical and power sources required for the above.
9. Provide staff training for the above installed equipment.

Section 4: Wireless Audio Recording and Broadcasting System

4.01 SUMMARY

- A. Provide all labor, materials, equipment, services, etc. necessary to furnish and install a complete wireless audio recording and broadcasting system. Provide a quotation that provides line item pricing for all equipment, parts and labor. The quote must utilize prevailing wage as the basis for the compensation of employees and sub-contractors

4.02 SYSTEM DESCRIPTION

- A. Basic components of the wireless audio recording and broadcasting system shall include:
 1. Provide and install a wireless microphone system that will provide for balanced amplification from all seated positions per diagram. (U shape layout up to 40 attendees)
 2. Provide for a wireless microphone system for presenters.
 3. Provide and install speakers in ceiling that provide for effective amplification per the attached diagram.
 4. Provide and install the appropriate mixers and control devices for maximum effective amplification.
 5. Provide for a direct sound feed to Owner's laptop for recording of all audio output.
 6. Provide a sound system that will have the ability to provide high quality sound delivery to remote users accessing meetings via a phone line or accessed remotely via the internet.
 7. Identify all cabling, electrical and power sources and specific locations required for the above.
 8. Provide staff training for the above installed equipment.

Section 5: Insurance and Terms and Conditions

5.01 INSURANCE

- A. Insurance - Any costs associated with insurance for the project shall be captured within your fee. The project insurance requirements and proof of these requirements by Certificate provided to CJPRMA, of the documents will include:
- B. Statutory Workers' Compensation. Each sub-contractor shall similarly be required to provide Workers' Compensation Insurance.
- C. Employer's Liability Coverage of \$2M per occurrence.
- D. Commercial General Liability of \$5M. CGL to include endorsement for unintentional errors and omissions. The insurance will be written in comprehensive combined, single limit per occurrence form.
- E. General Liability – See additional information requirements under Terms and conditions, 9.2.
- F. Auto Liability of \$2M per accident.
- G. Additional Insured – California Joint Power Risk Management Authority shall be named as additional insured.

5.02 TERMS AND CONDITIONS

- A. CJPRMA anticipates awarding Agreement to commence in November, 2009 and continue through February 25, 2010, unless terminated earlier in accordance with the provision of the Agreement. If necessary for completion of the project, the parties may choose to extend the term of this Services Agreement and shall do so by executing a written amendment to the Agreement.
- B. Additional Insurance Requirements:
- C. Commercial General Liability: This insurance shall be written in comprehensive combined, single limit per occurrence form and shall protect the Contractor and CJPRMA, its officers, directors, employees, and agents for the project against all claims arising from injuries to persons other than its employees or damage to the property of CJPRMA or others arising out of any act or omission of the Contractor or its agents, employees, or subcontractors. The policy shall also include protection against claims insured by usual personal injury liability coverage, a "protective liability" endorsement to insure the contractual liability assumed by the provision of the General Conditions. The policy shall be written on a per occurrence form.
- D. Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance: The Contractor shall either require each of its subcontractors to procure and to maintain Subcontractor's Commercial General Liability Insurance and Vehicle Liability Insurance of the type and in the amounts specified in the Supplementary General Conditions or insure the activities of its subcontractors in the Contractor's own policy in like amount.
- E. The original of each and every insurance certificate and endorsement thereto shall be deposited with CJPRMA prior to execution of the Agreement by CJPRMA. At CJPRMA's discretion, the Contractor shall furnish the original or certified copy of each and every Insurance Policy and Endorsement named by this agreement. Specific language of the policy shall be subject to approval by CJPRMA.
- F. Policy Requirements: The insurance provided by the Contractor shall be (1) with companies licensed to do business in the state of California, (2) with companies with a Best's Financial Rating of VII or better, (3) with companies with a Best's General Policy Policyholders Rating of not less than A, and (4) other carriers acceptable to CJPRMA except that in case of Workers' Compensation Insurance participation in the State Fund, where applicable, is acceptable.

- G. Insurance policies required hereunder to have CJPRMA, its officers, directors, employees, and agents for the project named as additional insured shall, (1) include a provision that the policies are primary and do not participate with nor are excess over any other valid and collectible insurance, (2) include a waiver of subrogation against CJPRMA, its officers, directors, employees, and agents.
- H. CJPRMA May Insure for Contractor: In case of the breach of any provision of this insurance requirement, CJPRMA may, at CJPRMA's option, take out and maintain at the expense of the Contractor, such insurance in the name of the Contractor, or subcontractor, as CJPRMA may deem proper and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to the Contractor under this Contract.
- I. All insurance documents must be submitted to and approved by the CJPRMA Risk Manager prior to any work being performed.

5.03 WITHDRAWAL OF RFP

- A. Proposals may be withdrawn before and after the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, proposals may not be re-submitted after the deadline.

5.04 RFP COSTS

- A. All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the CJPRMA. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

Questions regarding this bid package should be directed to:

David Clovis, CJPRMA - 925-837-0667, extension 16 or david@CJPRMA.org

Renee Ralston, Relocation Connections Inc., - 925-242-4343 or renee@reloconnect.com