



**Request for Proposals
for
Surveillance & Access Control Systems**

RFP No. 2020/21-RFP-1

Issue Date: May 5, 2021

**Issued By: Butte County Office of Education
1859 Bird St
Oroville, CA 95965**

Schedule of Events

EVENT	DATE
RFP Published	May 5, 2021
Mandatory Site Walk for ALL Sites	May 20, 2021 at 8:30 a.m.
Deadline for Questions from Proposers	May 27, 2021 by 2:00 p.m.
Addenda and Responses to Proposers Published on BCOE website	June 1, 2021 by 2:00 p.m.
Deadline to Submit Proposals	June 4, 2021 by 9:00 a.m.
Announcement of Recommendation	June 11, 2021 by 5:00 p.m.
Award of Contract	June 18, 2021 by 5:00 p.m.



NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT the Butte County Office of Education ("BCOE") is accepting written proposals for the award of contract for Surveillance & Access Control Systems (RFP No. 2020/21-RFP-1) for the BCOE, in accordance with the special provisions provided. The BCOE will receive written proposals via email to bcoerfp@bcoe.org, but not later than June 4, 2021 at 9:00 a.m. Late proposals will not be accepted. Before the award of the contract, BCOE reserves the right to cancel this Request for Proposals ("RFP"), change any dates stated below, or modify any provisions of the RFP and related documents ("RFP Packet"), including the contract.

The work shall consist of furnishing all labor, materials, tools, permits, equipment, appurtenances and incidentals for providing a Surveillance & Access Control System in accordance with the specifications for the agreement.

Proposals shall be presented in accordance with the applicable provisions. All proposals must be emailed to bcoerfp@bcoe.org with the subject "Proposal for Surveillance & Access Control System (RFP No. 2020/21-RFP-1)".

Each proposal must at a minimum, conform and be responsive to the requirements of this RFP Packet, a copy of which is available on the BCOE website at: www.bcoe.org/Divisions/Statewide--Local-Support-Services/Maintenance-Operations--Facilities/FACILITIES-PROJECTS--INFORMATION/index.html. The RFP Packet may also be requested from the BCOE via email at bcoerfp@bcoe.org or via phone at (530) 532-5747. Requests via email or phone must state the name of the RFP "Proposal for Surveillance & Access Control System (RFP No. 2020/21-RFP-1)".

A mandatory site walk will be held on May 20, 2021 at 8:30 a.m. at the front entrance doors to 1859 Bird Street, Oroville, California. The site walk will include all sites outlined in the RFP Packet. All participants are required to sign in upon arrival at each site. The site visit is expected to take approximately three to four (3-4) hours. Failure to attend or tardiness will render a submitted RFP ineligible.

Interested proposers may direct substantive questions via email to bcoerfp@bcoe.org until May 27, 2021 at 2:00 p.m. Answers to questions and any addenda, as needed, will be posted on the BCOE website noted above on the date specified in the Schedule, provided herein. It is the responsibility of the interested proposer to check the BCOE website for updates or addenda.

The Awarded Proposer shall guarantee the "Total Price" for no less than ninety (90) calendar days from the date of the RFP submittal deadline.

The Contractor shall, prior to the execution of the Agreement, provide all required insurance documents and furnish a payment and a performance bond in accordance with the sample Agreement included with this RFP Packet.

The criteria by which a determination will be made to evaluate proposers and their ability to provide services to the BCOE will include cost, ability to provide service, responsiveness to specifications, previous performance/references, and unspecified value-added offering by the proposer. The low-responsive proposer may not be awarded the agreement.



The BCOE reserves the right to waive any informalities of irregularities in received submittals. Also, the BCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The BCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

A. PURPOSE

The Butte County Office of Education (BCOE) requests proposals for its next phase of addition and enhancements to its existing surveillance and access control security systems for the following multiple campuses/sites: BCOE Headquarters, DeRoco Building, Lincoln Center, Hearthstone School, Mesa Vista School, and Career Tech Ed.

Some sites will require new system installs to be integrated with existing BCOE security camera and access control systems.

B. BACKGROUND

The BCOE is headquartered in Oroville, California, and operates both administrative offices and school campuses throughout Butte County as well as programs throughout the State of California.

As a result of a county-wide security assessment of its facilities, it was determined that the installation of additional surveillance and access control systems would assist in addressing safety concerns and substantially improve safety and security throughout the organization for students, staff, and visitors.

Therefore, staff identified the need to both modernize existing surveillance systems, and to add surveillance capabilities to other BCOE buildings and campuses. Staff further recognizes the financial costs associated and is requesting a delineation within the proposal, for costs associated with each of the identified sites to facilitate individual site budget coordination internally.

C. PRIMARY CAMERA SYSTEM & ACCESS CONTROL UPGRADE NEEDS

The BCOE currently operates an extensive security system which incorporates advanced artificial intelligence ("AI") and video analytics feature-sets with its control software, access systems, and cameras. Current systems employ a combination of control software-based AI/functions and edge-based AI/functions.

It is the desire of the BCOE to grow the current system with the addition of digital access control to more locations, adding cameras to current systems or creating new systems, depending on which sites currently do/do-not have systems in place, and incorporate those additions into the BCOE's current control system. The BCOE's current control system provider is Avigilon and all primary camera & access control products are Motorola/Avigilon products. All products within the scope of this RFP Packet must integrate with this system, as it is currently applied across the organization, to meet or exceed specifications as outlined in this RFP Packet. Due to the substantial investment into current systems, all components proposed in response to this RFP Packet must integrate with the Avigilon ACC 7 product and include enterprise-level licensing.



The resulting system upgrades will be used for security camera access, surveillance, recording, alarm alerting, access control, two-way communication at designated points, and lockdown capabilities, extending the capabilities and coverage of the BCOE's current security system.

Applications to be included are surveillance system cameras, microphones, speakers, access control systems with enterprise-level licensing, automated door function hardware, and locks/locking-mechanisms which seamlessly integrate with current digital security systems in place throughout the organization. This proposal shall include local support options for up to twelve (12) months to address any product installation issues or equipment/system failures related to this project.

D. PRIMARY UPGRADE NEEDS

The BCOE seeks improvements and enhancements to its existing surveillance and access control security systems in multiple campuses/sites. Much of the access control component will require door hardware and lock services as part of this project. Objectives are generally outlined per site below:

1. BCOE Headquarters, 1859 Bird Street, Oroville, CA
 - A. Additional cameras
 - B. Additional access control
 - C. Door hardware upgrades
2. DeRocco Building, 1500 Lincoln Street, Oroville, CA
 - A. Additional access control
 - B. Door hardware upgrades
3. Lincoln Center, 1870 Bird Street, Oroville CA
 - A. Additional cameras
4. Hearthstone School, 2280 - 6th Street, Oroville, CA
 - A. Installation of Access Control
 - B. Installation of Cameras
 - C. Door hardware upgrades
5. Mesa Vista School, 2265 - 6th Street, Oroville, CA
 - A. Installation of Access Control
 - B. Installation of Cameras
 - C. Door hardware upgrades
6. Career Tech Ed, 2491 Carmichael Drive, Chico, CA
 - A. Installation of Access Control
 - B. Installation of Cameras
 - C. Door hardware upgrades

E. SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications included in this RFP Packet. The final scope of services will be appended as Exhibit "A" to the BCOE's Agreement for Services (Small Projects) ("Agreement"), which a sample of the Agreement is distributed with this RFP Packet as Attachment "A".



F. SUBMITTAL REQUIREMENTS

Requirements for contents of submittals are:

1. The proposer shall submit one (1) electronic copy of the proposal in PDF format via email to bcoerfp@bcoe.org. Proposals must be received no later than **9:00 a.m. on June 4, 2021** with the subject "Proposal for Surveillance & Access Control System (RFP No. 2020/21-RFP-1)".
2. The BCOE will not accept any proposals or proposal modifications submitted by facsimile or hard copy.
3. Proposals received after the date and time specified above will be considered non-responsive and will be returned to the Contractor.
4. Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Contractor. To be considered, however, the modified proposals must be received prior to the date and time specified above.
5. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Contractor will be considered non-responsive and rejected.
6. Proposals shall be submitted marked "Proposal for Surveillance & Access Control System (RFP No. 2020/21-RFP-1)".
7. Proposals submitted in response to this RFP shall become the property of the BCOE and be considered public documents under applicable state law.
8. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
9. Proposers must comply with the following format requirements.
 - a. Material must be in 8-1/2 x 11-inch format.

G. CONTENT REQUIREMENTS

The following list describes the required format and content for the vendor proposal. Proposals must contain all sections described below, in the order shown. Failure to adhere to this outline may eliminate the proposal from further consideration.

1. **TRANSMITTAL/COVER LETTER** (maximum of 2 pages)
 - a. Provide a letter of introduction signed by an authorized officer of the proposer. If the proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
 - b. Include a brief description of why your firm is well suited for, and can meet, the BCOE's needs.
 - c. Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
 - d. Proposer **must** include one (1) of the following statements:

"[INSERT PROPOSER'S NAME] received a copy of the BCOE's form of Agreement for Services (Small Projects) ("Agreement") attached as Attachment "A" to this RFP. [INSERT PROPOSER'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the BCOE, [INSERT PROPOSER'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT PROPOSER'S NAME] received a copy of the BCOE's form of Agreement for Services (Small Projects) ("Agreement") attached as Attachment "A" to this RFP. [INSERT PROPOSER'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the BCOE, [INSERT PROPOSER'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."

- e. Proposer shall certify that no official or employee of the BCOE, nor any business entity in which an official of the BCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the BCOE.
- f. Proposer shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- g. Proposer shall sign and add the following language: *"By virtue of submission of this Proposal, [INSERT PROPOSER'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- a. Company name
- b. Address
- c. Telephone
- d. Fax
- e. Website
- f. Name and email of main contact
- g. Federal Tax I.D. Number
- h. License or Registration Number
- i. Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm
- j. A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name
- k. Number of employees (licensed professionals, technical support)
- l. Location of office where the bulk of services solicited will be performed

3. RELEVANT PROJECT EXPERIENCE

- a. Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) camera systems and access control systems projects, and list the following for each project:
 - i. Client name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - ii. Project name and location.
 - iii. Beginning and end dates of project.
 - iv. Main program elements.
 - v. Briefly state relevance of projects included for consideration in this RFP.
 - vi. Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).



- vii. Key individuals of the firm involved and their roles in the project.
- viii. Any sub-consultants that worked with the firm.

4. PROJECT TEAM SUMMARY

- a. Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s).
- b. Each Proposal must include evidence that the proposer is legally permitted and properly licensed to conduct business in the State of California.
- c. The BCOE expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the BCOE reserves the right to approve that team member's replacement.

H. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Proposal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, may be considered non-responsive, disqualified from the selection process, and may not be evaluated.

I. FEE PROPOSAL

Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.

A form of the Agreement has been distributed with this RFP Packet as Attachment "A." The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the BCOE and the selected firm, which shall be negotiated with the successful proposer. *Any objections to the form of Agreement must be identified in your Cover Letter, up to one page, and will not be counted towards page limitation.*

J. SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The BCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified. Based upon the information presented in the submissions, the BCOE may elect to conduct interviews with some or all the proposers. After the interviews, if any, the BCOE will identify the firms/teams that can provide the greatest overall benefit to the BCOE.

- 1. Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The BCOE may disqualify any proposer for any reason without explanation.

2. The BCOE may choose to ask clarifying questions in writing and include the additional information gathered in this process.
3. Evaluation and rating of the responses will be based on:
 - a. Information provided by the proposer in their response.
 - b. Information provided by the proposer in response to the BCOE's clarification questions.
 - c. Information from reference checks.
 - d. Experience and performance history of the firm with similar services.
 - e. Experience and results of proposed personnel.
 - f. Technical capabilities and record of accomplishment.
 - g. Value of services under proposed fees.
 - h. Overall responsiveness of the proposal.
4. The quality of the response(s) will be evaluated using the following criteria:
 - a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
5. RFP proposals will be rated on the following:
 - a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Plan (20%)
 - d. References (10%)

Additional Scoring: The BCOE reserves the right to select up to, the top three (3) finalists for oral interviews based on the BCOE's analysis and rating of the proposal package. These interviews will have an additional point rating of up to fifteen (15) points. These interviews will be conducted to evaluate company expertise, qualifications, operations, and services deemed by the BCOE to be in its best interests. The key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the BCOE's evaluation committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. *Any comments or proposed changes to the form of Agreement attached hereto as Attachment "A" shall be provided in writing before the interview and may be the subject of inquiry at the interview.* Upon announcement of recommendation for contractor award, terms and conditions for service submitted by proposers may be subject to negotiation, as well as any specific terms in the proposals submitted.

6. The BCOE may perform investigations of responding parties that extend beyond contacting the references identified in the submittals. The BCOE may request a proposer to submit additional information pertinent to the review process. The BCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the evaluation committee's discretion, firms may be asked to arrange a tour of representative facilities.
7. The BCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The BCOE reserves the right to award all, part, or none of the work described in this RFP. Each submittal will be scored by an RFP evaluation committee. The BCOE reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as non-responsive, and/or not to contract with any proposer for the services described herein. The BCOE makes no representation that participation in the RFP process



will lead to an award of contract or any consideration whatsoever. The BCOE reserves the right to contract with any firm not participating in this process. The BCOE shall in no event be responsible for the cost of preparing any proposal in response to this RFP, including any supporting materials.

K. LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the BCOE. The BCOE reserves the right to contract with any entity responding to this RFP. The BCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The BCOE shall in no event be responsible for the cost of preparing a response to this RFP.

The proposals, and any other supporting materials submitted to the BCOE in response to this RFP, will not be returned and will become the property of the BCOE unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the BCOE to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by the BCOE and shall not be subject to disclosure under the California Public Records Act until after either: (1) the BCOE and the successful proposer have completed negotiations and entered into an agreement, or (2) the BCOE has rejected all proposals. Furthermore, the BCOE will have no liability to the proposer or other party because of any public disclosure of any proposal.

L. AWARD AND EXECUTION OF CONTRACT

The BCOE will endeavor to award the contract within thirty (30) days after acceptance of proposal. If the successful proposer refuses or fails to execute the Contract, the BCOE may award the Contract to the second-Best Value Proposer. If the second-Best Value Proposer refuses or fails to execute the Contract, the BCOE may award the Contract to the third-Best Value Proposer. If all proposals are rejected, all Proposers shall be notified within thirty (30) days after declaration of said proposal rejections.

Execution of Contract The Contractor to whom the contract is awarded shall execute a written contract with the BCOE and furnish the required Certificate of Insurance and Endorsement, Certificate of Insurance (Workers' Compensation), and Payment and Performance Bonds within ten (10) days after the Contractor has received notice of intent to award the Contract.

M. LEGAL RELATIONS AND RESPONSIBILITIES

The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.



Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$ 3,000,000 \$ 5,000,000 Umbrella or excess
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	\$ 3,000,000 \$ 5,000,000 Umbrella or excess
Workers' Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000
Contractor's Pollution Liability Each Occurrence General Aggregate	\$1,000,000 \$2,000,000
Professional Liability (E&O) Each Occurrence General Aggregate	\$2,000,000 \$2,000,000

1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the BCOE, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the BCOE.)
2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Contract are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
3. **Proof of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the BCOE and approved by the BCOE. Certificates and insurance policies shall include the following:
 - a. A clause stating: "This policy shall not be canceled until notice has been mailed to the BCOE, stating date of cancellation. Date of cancellation shall not be less than thirty (30) days after date of mailing notice."
 - b. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation notice will be sent, and length of notice period.

- c. An endorsement stating that the BCOE and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by BCOE. An endorsement shall also state that there shall be a waiver of any subrogation. Endorsements shall at least be as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.
- d. Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that the BCOE is an additional insured on insurance required from subcontractors. For commercial general liability coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.
- e. All policies except the Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the BCOE.

N. FULL OPPORTUNITY

The BCOE hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit proposals in response to this RFP and no proposer will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

O. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation/selection process, or the award of the contract with any member of the BCOE, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

P. MODIFICATIONS

Changes in, or additions to, the proposal, recapitulations of the work proposed upon, alternative proposals, or any other modification of the proposal which is not specifically called



for in the contract documents may result in the BCOE's rejection of the proposal as not being responsive to the invitation to propose. No oral or telephonic modification of any proposal submitted will be considered and an electronic/e-mail modification may be considered only if the postmark shows as evidence that a confirmation of the e-mail duly signed by the proposer was sent prior to the opening of proposals.

Q. EXAMINATION OF SITES AND RFP DOCUMENTS

Each proposer shall fully acquaint themselves with the conditions in order to fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract. Proposers shall thoroughly examine and be familiar with the specifications. The failure or omission of any proposer to receive or examine any contract documents, form, instrument, addendum, or other document or to visit the site and acquaint themselves with conditions there existing shall in no way relieve any proposer from obligations with respect to their proposal or to the contract.

- a. Each proposer, by making their proposal represents that they have read and understands the Contract and Proposal Documents and any and all related reports and information. After executing the Agreement, no consideration will be given to any claim of misunderstanding of the documents.
- b. Each proposer, by making their proposal, represents that they have familiarized themselves with the area of the work and local conditions under which the work is to be performed, including subsurface conditions. Such inspection shall specifically consider requirements for accessing the site and determining the work can be completed as required by, and as shown in, the RFP Documents.

R. OTHER REQUIREMENTS

- A. Fingerprinting/Criminal Background.** By law it is the BCOE's responsibility to determine whether a contractor must provide fingerprint certification. Pursuant to Education Code section 45125.1, a fingerprinting compliance certificate is included as part of the contract documents.
- B. Tobacco-Free Policy.** To create a clean healthy environment for students and employees, the BCOE has prohibited the use of tobacco products on all BCOE Property and in BCOE Vehicles. All BCOE consultants, contractors and vendors shall inform their employees and agents that are performing services for the BCOE, of the BCOE's objectives of a smoke free environment (Superintendent Policy 3513.3, Ed Code 48901).
- C. Drug-Free Workplace.** Proposer warrants that Proposer is knowledgeable of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.), regarding a drug-free workplace and shall abide by and implement its statutory requirements.
- D. Safe-School Zones.** California state law mandates areas within 1,000 feet of a school campus as a Safe-School zone, and as such, prohibits certain behaviors within this zone. Specifically, possession of firearms, knives, alcohol, tobacco, and other weapons or drugs are prohibited in Safe-School zones. Unless for a specific purpose as a tool, such as a knife for cutting wire, these items are prohibited while in Safe-School zone areas, even if the possessor holds a valid permit (such as a CCW). Further, persons with certain criminal backgrounds prohibiting them from entering a Safe-School zone or school campus shall not violate the prohibition. Therefore, all BCOE consultants, contractors, and vendors shall inform their employees and agents that are performing services for the BCOE, of Safe School zone laws.



E. Invoicing. Contractor shall provide an itemized invoice per site.

S. SCHEDULE

The BCOE reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
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WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!