



## **DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**SECURITY ALARM SYSTEM INSTALLATION/MONITORING SERVICES AND  
FIRE SUPPRESSION SYSTEM INSTALLATION/MONITORING SERVICES**

**FOR CITY FACILITIES**

**CITY OF EL MONTE  
11333 VALLEY BOULEVARD  
EL MONTE, CA 91731**

**March 20, 2023**

### **IMPORTANT DATES**

<b>RFP ISSUED</b>	<b>March 20, 2023</b>
<b>MANDATORY SITE WALKTHROUGHS</b>	<b>March 29, 2023</b>
<b>REQUEST FOR INFORMATION DEADLINE: 4PM</b>	<b>April 5, 2023</b>
<b>RELEASE OF INFORMATION REQUESTED</b>	<b>April 11, 2023</b>
<b>PROPOSAL DUE/SUBMISSION DEADLINE: 3PM</b>	<b>April 19, 2023</b>
<b>SELECTION DATE</b>	<b>April 27, 2023</b>
<b>APPROXIMATE START DATE</b>	<b>July 1, 2023</b>

# **REQUEST FOR PROPOSALS (RFP)**

**FOR**

**SECURITY ALARM SYSTEM INSTALLATION/MONITORING SERVICES AND FIRE  
SUPPRESSION SYSTEM INSTALLATION/MONITORING SERVICES FOR CITY FACILITIES**

## **TABLE OF CONTENTS**

- 1. OVERVIEW**
- 2. PROJECT BACKGROUND/PROJECT DESCRIPTION**
- 3. SCOPE OF SERVICES**
- 4. PROPOSAL FORMAT**
- 5. EVALUATION CRITERIA**
- 6. SELECTION PROCESS**
- 7. PROPOSAL REQUIREMENTS**
- 8. INSURANCE REQUIREMENTS**

**ATTACHMENT A – STANDARD CONTRACT SERVICES AGREEMENT**

## REQUEST FOR PROPOSALS

### SECURITY ALARM SYSTEM INSTALLATION/MONITORING AND REPAIR SERVICES AND FIRE SUPPRESSION SYSTEM INSTALLATION/MONITORING AND REPAIR SERVICES FOR CITY FACILITIES

#### 1. Overview

The Department of Public Works for the City of El Monte (the “City”) is soliciting proposals from qualified contractors to provide security alarm system installation, monitoring, and repair services, and fire suppression system installation, monitoring, and repair services, for multiple City facilities, as further set forth below. The City intends to award the successful proposer (the “Contractor”) the opportunity to create and develop, with City staff, a scope of service for each of the City facilities.

This Request for Proposals (“RFP”) identifies the submission requirements and process the City will use to select one Contractor to provide the security alarm and fire suppression systems and services for the multiple City facilities involved. Because multiple City facilities are in need of new security and fire suppression alarm systems, and because the City departments that oversee them have unique and individual needs, the Contractor chosen by this RFP process will agree to work with City employees in their respective City departments to develop and determine an appropriate and customized Scope of Services for each facility’s security alarm system installation, monitoring, and repair services, and fire suppression system installation, monitoring, and repair services.

Once the RFP process is completed, individual agreements, each with its own Scope of Services, for each of the designated City facilities, will be prepared for City Council approval. The Contractor chosen will therefore be a party to multiple agreements with the City, but all related to security alarm and fire suppression systems and services for City facilities.

The individual facility-based security and fire suppression alarm contract services agreements with the City will each be for a term of five (5) years, with optional extensions to that initial term to be determined. A sample contract services agreement is Attachment A to this RFP.

#### 2. Project Background/Project Description

Incorporated as a general law city in 1912, the City of El Monte is located approximately 10 miles east of downtown Los Angeles, with a population of approximately 115,000.

The City has four (4) groupings of City facilities:

- (1) Civic Center, Public Works & Utilities Department Facilities;
- (2) Parks, Recreation, and Community Services Department Facilities;
- (3) Police Department Facilities; and
- (4) Economic & Community Development Department Facilities.

Those above-listed four groups of City facilities add up to a total of seventeen (17) sub-sites, which may or may not require special services. If a sub-facility does not have specific needs listed, they will only require the security alarm system/monitoring and a fire suppression system/monitoring.

The 17 City facilities or sub-site facilities need new security and fire suppression alarm systems, including installation, monitoring, and repair. Those facilities include City Hall East, City Hall West, the Community Center, the Senior Center, the Aquatics Center, the Historical Museum, the City Yard, facilities located at Mountain View Park, Lambert Park, and Zamora Park, the Police Department facilities (consisting of five (5) separate buildings), and Cypress Yard. In addition, two Project Homekey sites require video surveillance, and they are the only sites requesting and requiring video surveillance. The City may, and reserves the right to, choose to increase or decrease the number of facilities with coverage, as well as the extent of services to be provided.

### **3. Scope of Services**

The City is seeking a contractor to provide security alarm system installation, monitoring, and repair services, and fire suppression system installation, monitoring, video surveillance and repair services (hereinafter, the “Project”) in accordance with the most recent standards set for the by the National Fire Protection agency and the Los Angeles County Fire Code.

**3.A. CITY REQUIREMENTS:** The Contractor agrees to provide the City with security alarm system/monitoring and fire suppression system/monitoring. In addition to the security and fire services and in order to create a comprehensive scope of services and work, a mandatory job walkthrough will be used to build a security services plan. The security service plans will be graded by an internal panel, each plan will be unique to each bidder, based on the services each individual company can provide and create.

Detailed below is each facility grouped by Department and/or service contract. Each facility will require a security alarm system/monitoring and a fire suppression system/monitoring. Beyond this requirement, each Department has submitted a list of needs at each of their facilities. These needs are listed below and will be shown during the walkthrough and must be included in the scope of service and bid pricing. The Economic and Community Development Department also submitted the need for video surveillance at their two (2) Project HomeKey sites, the only two (2) sites that will receive video surveillance.

The City has four (4) groupings of facilities: Civic Center & Public Works & Utilities Department Facilities; Parks, Recreation, and Community Services Department Facilities; Police Department Facilities; and Economic and Community Development Department Facilities. These are broken into a total of seventeen (17) sub-sites, which may or may not require special services. If a sub-facility does not have specific needs listed, they will only require the security alarm system/monitoring and a fire suppression system/monitoring.

**Group 1: Civic Center (excluding Police) and Public Works & Utilities Department Facilities**

Facility	Square Footage	Alarm System + Monitoring	Fire System + Monitoring
City Hall East	20,499	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
City Hall West	43,564	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$

Facility	Square Footage	Alarm System + Monitoring	Fire System + Monitoring
City Yard	69,187	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Old Transportation Yard	8,604	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$

Public Works Facility Needs:

- City Yard (Main Office)
  - Keypads
    - Lobby (1)
    - Maintenance Entrance (1)
    - Transportation Entrance (1)
  - Motion Sensors
    - Front Lobby (1)
    - Transportation Offices – Open Area (1)
    - Maintenance Offices – Open Area (1)
  - Door Chirps
    - Lobby Front Door (1)
    - Maintenance Entrance Door (1)
    - Kitchen Outside Entry Door (1)
    - Transportation Entrance Door (1)
  - Glass Break
    - Maintenance Entrance Windows (1)
    - Kitchen Windows (1)
    - Transportation Side Windows (1)
    - Conference Room Windows (1)
    - Lobby Front Windows (1)
- City Yard (Maintenance, Utilities, and Transportation Garages)

- Keypads
  - Various locations, totaling (16)
- Motions Sensors (9)

**Group 2: Parks, Recreation & Community Service Department Facilities**

Facility	Square Footage	Alarm System + Monitoring	Fire System + Monitoring
Community Center	23,016	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Senior Center	12,739	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Aquatics Center	15,631	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Historical Museum	14,224	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Mt. View Park	10,440	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Lambert Park	14,700	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
Zamora Park	5,920	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$

Parks, Recreation & Community Service Facility Needs:

- **Senior Center**
  - Motion Sensors
    - Front Office (1)
    - Front Office Door (1)
    - Side Entrance Door (1)
    - Pool Room (1)
    - Gym Room (1)
    - Nutrition Room (1)
    - Auditorium (2)

- Door Chirps
  - Breakroom (1)
  
- Alarm Key Pads
  - Breakroom (1)
  - Backdoor (1)
  
- Window Trips
  - Main Kitchen (1)
  - Employee Offices (4)
  - Breakroom (1)
  - Computer Room (1)
  - Library (1)
  
- **Aquatic Center**
  - Motion Sensors on all major doors and roll up doors
  - Alarm pad to arm and disarm building
  - Door chirps for doors leading out to pools
  - Panic Button at Cashier counter
  
- **Community Center**
  - Motion Sensors
    - Front Office (1)
    - Front Office Door (1)
    - Back Door (1)
    - Employee Offices (3)
    - Auditorium (2)
    - Kitchen (2)
  
  - Window Trips
    - Front Office Door (1)
    - Back Door (1)
    - Employee Offices (3)
    - Auditorium (2)
  
  - Alarm Key Pads
    - Front Office (1)
    - Backdoor (1)
  
  - Door Chirps
    - Front Office (1)
    - Backdoor (1)

**Group 3: Police Department Facilities**

Facility	Square Footage	Alarm System + Monitoring	Fire System + Monitoring
<b>Administration</b>		Burglar System	Fire System
	<b>System/Monitoring Cost</b>	\$	\$
	<b>Installation/Upgrade Cost</b>	\$	\$
<b>'Main' Building</b>	13,778	Burglar System	Fire System
	<b>System/Monitoring Cost</b>	\$	\$
	<b>Installation/Upgrade Cost</b>	\$	\$
<b>Evidence/Storage</b>		Burglar System	Fire System
	<b>System/Monitoring Cost</b>	\$	\$
	<b>Installation/Upgrade Cost</b>	\$	\$
<b>Jail</b>		Burglar System	Fire System
	<b>System/Monitoring Cost</b>	\$	\$
	<b>Installation/Upgrade Cost</b>	\$	\$

Police Department Facility Needs:

- **Administrative Building**
  - East Door Entrance (Lobby)
    - Intercom for security
    - FOB access
  - Exterior Kitchen Door
  - Dead bolt lock
  - ID Card printing machine
  
- **Main Building**
  - Key Cards/FOB
    - Eastside breezeway door next to Records Division.
  
- **Jail**
  - Key Cards/FOB
    - Smart ingress/egress control system, that can be programmed and tracked (ins and out) for each room
  - Update Officer distress alarm system and dispatch notification



**Group 4A: Economic & Community Development Department Facilities (Alarm/Fire)**

Facility	Square Footage	Alarm System + Monitoring	Fire System + Monitoring
'Budget Inn'	16,200	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$
'M Motel'	28,100	Burglar System	Fire System
<b>System/Monitoring Cost</b>		\$	\$
<b>Installation/Upgrade Cost</b>		\$	\$

Economic & Community Development Facility Needs:

- **Project HomeKey Site 1: Budget Inn**
  - 40 rooms (250 square feet on average), office and lobby areas, site/grounds
  - Key Cards
    - All doors (resident rooms, office areas, laundry, kitchen, community rooms) equipped with RFID key cards that can be programmed and tracked (ins and out) for each room.
- **Project HomeKey Site 2: M Motel**
  - 92 rooms (275 square feet on average), office and lobby areas, community rooms, site/grounds
  - Key Cards
    - All doors (resident rooms, office areas, laundry, kitchen, community rooms) equipped with RFID key cards that can be programmed and tracked (ins and out) for each room.

**Group 4B: Economic & Community Development Department Facilities (Video/Monitoring)**

Facility	Square Footage	Surveillance System + Monitoring	
'Budget Inn'	16,200	Surveillance System	
<b>System Cost</b>		\$	
<b>Installation/Upgrade Cost</b>		\$	
'M Motel'	28,100	Surveillance System	
<b>System Cost</b>		\$	
<b>Installation/Upgrade Cost</b>		\$	

- **Project HomeKey Site 1: Budget Inn**

- Surveillance Systems shall meet the following specifications

- Security Cameras shall be at least Full HD-quality (1920x1080 ppx)
- Cameras shall provide the most complete surveillance coverage as reasonably possible: street frontage, parking lots, exterior common spaces (e.g., courtyards, play areas and gardens), interior common spaces (e.g. dining rooms, libraries, workspaces), lobby/intake, vehicular entrance, laundry room(s) and kitchen(s)
- Cameras covering the lobby/intake areas shall be equipped with face detection technology
- Cameras covering the vehicular entrance(s) shall be equipped with license plate reader technology

- **Project HomeKey Site 2: M Motel**

- Surveillance Systems shall meet the following specifications

- Security Cameras shall be at least Full HD-quality (1920x1080 ppx)
- Cameras shall provide the most complete surveillance coverage as reasonably possible: street frontage, parking lots, exterior common spaces (e.g., courtyards, play areas and gardens), interior common spaces (e.g. dining rooms, libraries, workspaces), lobby/intake, vehicular entrance, laundry room(s) and kitchen(s)
- Cameras covering the lobby/intake areas shall be equipped with face detection technology
- Cameras covering the vehicular entrance(s) shall be equipped with license plate reader technology

**3.B. MANDATORY PRE-PROPOSAL JOB WALK-THROUGH:** A mandatory job walk-through of all City facilities involved will offer details for preparing the Scope of Services for each City facility. Any prospective Contractor who does not attend the **mandatory** job walk-through on **March 29, 2023 at 7:00am until completed (likely 6 hours)** will be ineligible to participate in the bidding process. Attendance will be recorded, and all Contractor company names whose attendance was recorded at the job walk-through will be cross-referenced as part of the evaluation process.

#### **4. Proposal Format**

All proposals shall include the following information and comply with the associated page limit restrictions of twelve (12) pages or less. Note that 1 page includes the front side of an 8.5” x 11” sheet of paper and the cover does not constitute a page for page limit purposes. A cover letter and the Appendix likewise will not count toward the page count.

- a) **Cover Letter** – Maximum 1-page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:

I HAVE READ, UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.

- b) **Qualifications and Experience of Personnel** – Maximum 3–page summary of the relevant experience, work history, training, education, and special certifications of the proposer’s personnel who will be performing the services contemplated under this RFP on the proposer’s behalf. Briefly discuss the proposer firm’s qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subcontractors performing any of the tasks or services contemplated under this RFP on the proposer’s behalf. The summary shall also include the office location of key personnel proposed to work on this Project. Relevant experience can include your firm’s overall experience, experience with similar services for other cities and the experience of individuals on your proposed team. Show how your experience relates to the demands of this RFP.
- c) **Project Approach** – Maximum 1-page detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. Include a brief overview of the proposer’s understanding of the Project.
- d) **Proposed Personnel** – Maximum 2–page resume for each proposed personnel who may be providing services for the Project. A primary contact shall be designated during the duration of the Project and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.
- e) **References** – The proposal must include at least three (3) public agency references going back not more than five (5) years from the issuance of this RFP in which the proposer was engaged to provide services similar to those requested under this RFP. References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title, and contact information of the public agency officer or employee responsible for overseeing the proposer’s work.
- f) **Fee Schedule/Cost Proposal** – Maximum 1-page detailed cost estimate for security products to be installed and performance of tasks described in the Scope of Services. Include a schedule of rates for each proposed personnel who may be tasked to complete the Project. The task-specific cost estimate shall include an estimate of the number of hours per staff member by proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing

specific tasks and services and include all costs and expenses that may be reimbursable. To the extent that the proposal contemplates the use of subcontractors, the proposal shall include a list of subcontractors identifying all subcontractors and state the fee for each sub in the Fee Schedule under the appropriate Task under which the service will be provided.

## 5. Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer's expertise, experience, and training, and the expertise of its key personnel along with prior contracting history, approach to the project, cost, and compliance with the RFP requirements including the terms of the attached Contract Services Agreement.

Grading will be based on the following criteria:

### 1. Price (20 points)

- a. Part 1: Cost to install new equipment. (10 points)
  - i. *The current contractor must provide a cost for this despite having equipment currently installed: cannot quote a replacement/upgrade cost, must be new cost.*
- b. Part 2: Cost per month for a security/fire system and monitoring. (10 points)

### 2. Scope of Service (30 points)

- a. After attending the job walkthrough and reviewing Department needs:
  - i. Company's security/fire layout
  - ii. Systems and controls
  - iii. Monitoring plan

### 3. Upgrades/Maintenance (20 points)

- a. As time goes on and as technology improves, how will the company address and improve equipment?
- b. Will the company conduct tests and site walks to assure equipment is in working order?
- c. How responsive will the company be when staff calls for faulty equipment or other questions?

**4. References (10 points)**

- a. Company's track record in other cities, how would other clients rate service and quality?

**5. Overall quality of the proposal, including clarity of content. (10 points)**

**6. Demonstration of a clear understanding of the program and responsiveness to the RFP. (10 points)**

**MAXIMUM TOTAL: 100 points**

<u>CATEGORIES</u>	<u>MAXIMUM POSSIBLE POINTS</u>
1) Price	20
2) Scope of Services	30
3) Upgrades/Maintenance	10
4) References	10
5) Quality of Proposal	10
6) Understanding of Program	20
<b>TOTAL POINTS</b>	<b>100</b>

**6. Selection Process**

A selection committee, comprised of City staff from all departments whose facilities are involved, will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may forego interviews and establish an on-call list, or it may select a proposer solely based on the review of the proposals. As mentioned above, proposers must participate in the mandatory job walk-through on **March 29, 2023 at 7:00 a.m. until completed (likely 6 hours)**.

**7. Proposal Submission Requirements**

Deadline: The deadline to submit a proposal is: **April 19, 2023**, no later than 3:00 P.M. Proposals received after the deadline will not be considered.

Planetbids: This RFP and any subsequent addenda will be posted on PlanetBids online platform <https://pbsystem.planetbids.com/portal/43375/portal-home>. However, Proposer is required to submit all bid materials via hard copy as described below.

Hard Copy Submission Required: Proposers are required to submit three (3) hardcopies of the complete proposal to be received on or prior to the time and date specified. No exceptions to

this requirement will be considered. Proposals in hard copy shall be submitted to the following address:

City of El Monte  
City Hall West  
Department of Public Works  
Attn: Frank Drevdahl, Management Analyst  
11333 Valley Boulevard  
El Monte, CA 91731-3293

Subject: PROPOSALS FOR SECURITY ALARM SYSTEM INSTALLATION/MONITORING SERVICES  
AND FIRE SUPPRESSION SYSTEM INSTALLATION/MONITORING SERVICES FOR CITY FACILITIES

Proposals may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. Proposals **must** be received by **3:00 p.m.** on **April 19, 2023**, the Submission Deadline. Proposals that are deposited with an overnight courier or post marked prior to the Submission Deadline but received after the Submission Deadline will **not** be considered by the City. Accordingly, although delivery via overnight courier and U.S. Mail is permitted, it is strongly suggested that proposers consider personal delivery to better ensure that proposals are received in a timely manner, on or before the Submission Deadline.

Submitted proposals shall be maintained as confidential records of the City up to the Submission Deadline. Proposers may withdraw, modify and/or resubmit a proposal prior to the Submission Deadline, but not after.

Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

**Additional Proposal Submission Terms and Conditions:**

- a) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- b) Late proposals will not be considered.
- c) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor, nor will it

be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who, in the judgment of the City, has presented an optimal balance of relevant experience, technical expertise, price, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.

- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- f) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- i) By the submission of a proposal, each proposer accepts and agrees to execute a written Contract Services Agreement (“CSA”) in the form attached hereto as Attachment A. By submission of a proposal, each proposer agrees to execute a CSA with the City in the form attached hereto as Attachment A, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. **If a proposer is unable to agree to any of the terms or conditions of the standard CSA in the form attached hereto, the proposer must, as part of this RFP submission, identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions.** If a proposer’s objection to a certain provision of the CSA is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City’s waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the CSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the CSA into their proposal. A proposer’s inability to comply with one or more

provisions of the PSA shall be a factor that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are considered.

- j) All proposals must remain valid for a minimum period of one-hundred eighty (180) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- k) All questions or requests for clarification shall be submitted via email to Frank Drevdahl, Management Analyst for the Department of Public Works at: [fdrevdahl@elmonteca.gov](mailto:fdrevdahl@elmonteca.gov) or via the City's PlanetBids portal by the Request for Information Deadline. All questions received by this deadline will be addressed and posted on the City's PlanetBids portal by the Release of Information Requested Date.
- l) If it becomes necessary to revise any part of this RFP, written addenda will be posted on the City's PlanetBids portal. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) The Director of Public Works, or alternate designated representative, will be the contract administrator on behalf of the City.
- n) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- o) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or contractors of the City which may prove to be erroneous in any respect.

## **8. Insurance Requirements**

The selected contractor shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). GENERAL LIABILITY CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000. Sample is available upon request.



**ATTACHMENT A**

**STANDARD CONTRACT SERVICES AGREEMENT**