



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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REQUEST FOR PROPOSAL

STATEWIDE SECURITY SCREENING EQUIPMENT AND MAINTENANCE PROGRAM

RFP NUMBER: FIN-0606SE

**PROPOSALS DUE BY
DATE AND TIME NOTED IN SECTION 2.1**

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I. INTRODUCTION – SUMMARY OF THE INTENDED PROCUREMENT**1.1 Issuing Body and Coordinated Procurement**

The Judicial Council of California (“Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Administrative Office of the Courts is the staff agency for the Council and assists both the Council and its chair in performing their duties.

This Request for Proposal (“RFP”) is being issued by the Judicial Council of California, Administrative office of the Courts (“AOC”) on behalf of the 58 Superior Courts of California, the California Appellate Courts, which includes the Supreme Court of California and the Administrative Office of the Courts (individually referred to as a member of the “Purchasing Group”).

1.2 RFP Layout and Sections

This RFP is laid out in sections as follows:

1. Introduction – Summary of the Intended Procurement
2. Procurement and Evaluation Process
3. Proposal Format and Content
4. Specifications
5. General Conditions
6. Disabled Veterans Business Enterprise Participation Goals
7. Attachments

1.3 Project Overview

The AOC is requesting proposals from highly qualified vendors with expertise in providing and installing security screening equipment and providing maintenance services for this equipment on a statewide basis. Vendors may elect to team with distributors or other vendors to meet the requirements of this RFP.

The AOC intends to award one or more Master Agreements, for an initial two (2) year term and three (3) one-year options to renew to a vendor or vendors that is able to supply the members of the Purchasing Group throughout California with an unknown quantity of security screening equipment and maintenance services, as further described in Section IV of this RFP. The AOC may elect to make an award to multiple vendors based on product and/or service specific awards if it is in the AOC’s best interest to do so. The AOC reserves the right to make only one award, multiple awards or to reject any or all proposals submitted in response to this RFP in whole or in part. The AOC further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP.

Individual Purchasing Group members may elect, but are not required, to purchase security screening equipment and maintenance services from any Master Agreement or Agreements that result from this RFP.

II. PROCUREMENT AND EVALUATION PROCESS

2.1 Procurement Schedule and General Instructions

The AOC has developed the following list of key events from RFP issuance through notice contract award. All deadlines are subject to change at the AOC's discretion.

	<u>EVENTS</u>	<u>KEY DATES</u>
1	Issue RFP	June 20, 2006
2	Deadline for Proposer Requests for Questions, Clarifications or Modifications	June 27, 2006, 1 p.m. (Pacific Time)
3	Addendum for Answers, Clarifications or Modifications	June 29, 2006
4	Proposal Due Date and Time	July 12, 2006, 1 p.m. (Pacific Time)
5	Potential Interviews and Demonstrations	July – August 2006
6	Notice of Intent to Award (estimated)	August 2006
7	Negotiations (estimated)	August 2006
8	Notice of Award (estimated)	August 2006

The RFP and any addenda that may be issued will be available on the following website, referred to as "AOC website": www.courtinfo.ca.gov/reference/rfp/

All questions and requests for clarification must be submitted as instructed in Section 2.3.1 by email to the Solicitation Mailbox indicated below:

TCSolicitation@jud.ca.gov

2.1.1 Contact Information

Submittal Contact: Nadine McFadden
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3660

2.1.2 Disposition of Material and Confidential or Proprietary Information

All materials submitted in response to this solicitation document will become the property of the AOC. One copy of a submitted proposal will be retained for official files and become a public record. **Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the vendor's proposal as it may be made available to the public.**

Even though the Public Records Act (PRA) does not apply to the AOC, the AOC's policy is to look to the PRA for guidance in responding to requests for documents. If a vendor's proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a written request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material may be made available to the public, regardless of the notation or markings. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal because such information may be disclosed to the public.

2.1.3 Proposal Preparation and Product Demonstration Costs

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by the AOC to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by the AOC, participating in any selection interviews or product demonstrations, or participating in this procurement.

2.2 Potential Pre-Proposal Conference

It may be necessary to have a pre-proposal conference, as numerous questions may be received. If a pre-proposal conference is required, the AOC will notify all potential proposers of the time, date, and location by posting a notice on the AOC website.

If a pre-proposal conference is required, the AOC will prepare a summary of questions and answers from the pre-proposal conference, as addenda, which will be posted on the AOC website.

2.3 Pre-Submittal Process

2.3.1 Request for Clarifications or Modifications

Vendors interested in responding to this solicitation may submit questions by email only on procedural matters related to the RFP or requests for clarification or modification of this solicitation document, including questions regarding the General Conditions in Section V. If the vendor is requesting a change, the request must set forth the recommended change and the vendor's reasons for proposing the change.

All questions and requests must be submitted by email to the Solicitation Mailbox identified in Section 2.1 no later than the date specified in Section 2.1. Questions or requests submitted after the due date will not be answered.

All email submissions sent to the Solicitation Mailbox MUST contain the RFP number and other appropriate identifying information in the email subject line. In the body of the email, always include paragraph numbers whenever references are made to content of this RFP. Failure to include the RFP number as well as other sufficient identifying information in the email subject line may result in the AOC taking no action on a vendor's email submission.

Without disclosing the source of the question or request, the AOC will provide a copy of the questions to potential proposers or, if appropriate, post a copy of the questions and the AOC's responses on the AOC website.

If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified.

2.3.2 Ambiguity, Discrepancies, Omissions

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately submit an email to the

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Solicitation Mailbox listed in Section 2.1 and provide written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the AOC may modify the solicitation document prior to the date fixed for submission of proposals by posting the addendum on the AOC website.

All email submissions sent to the Solicitation Mailbox MUST contain the RFP number and other appropriate identifying information in the email subject line. In the body of the e-mail, always include paragraph numbers whenever references are made to content of this RFP. Failure to include the RFP number as well as other sufficient identifying information in the email subject line may result in the AOC taking no action on a vendor's email submission.

If prior to the date fixed for submission of proposals a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the AOC of the error, the vendor shall propose at its own risk, and if the vendor is awarded the contract, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

2.3.3 Contact with Purchasing Group

Vendors are specifically directed NOT to contact any Purchasing Group personnel or consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award of a contract. The AOC's intent for this solicitation is to ensure that all proposers have the same information when creating their proposals. Unauthorized contact with any Purchasing Group personnel or consultants may be cause for rejection of the vendor's response.

2.3.4 RFP Addenda

The AOC may modify this solicitation document prior to the date fixed for submission of proposals by posting an addendum on the AOC website. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must submit an email to the Solicitation Mailbox identified in Section 2.1 and provide written notice of the problem no later than three (3) business days following the date the addendum was provided or posted.

Proposer's prices shall reflect all addenda issued by the AOC. Failure to do so will permit the AOC to interpret the proposal to include all addenda issued in any resulting Master Agreement.

2.4 Submission of Proposals

2.4.1 Proposal Delivery

The following must be received no later than the Proposal Due Date and time specified in Section 2.1 (the "Proposal Closing Time") at the address listed in Section 2.1.1 for the Submittal Contact:

a. Hardcopies:

- (i) One unbound original of the pricing proposal together with Attachment E (DVBE Participation Form) and one separate unbound original of the technical proposal (this includes all other proposal documents).
- (ii) Five bound copies of the pricing proposal together with Attachment E (DVBE Participation Form) and 5 separate bound copies of the technical proposal;

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b. Electronic Formatted Copies:

- (i) One electronic formatted copy with of the pricing proposal, including Attachment D (Pricing Sheets) in Excel format, together with Attachment E (DVBE Participation Form) in MS Word format.
- (ii) One electronic formatted copy of the technical proposal (this includes all other proposal documents) in MS document format.

All proposals (hardcopy and electronic) must be submitted with (1) the pricing proposal, including Attachment E (DVBE Participation Form), in one sealed envelope marked with “Pricing Proposal and DVBE Participation Form” and (2) the technical proposal placed in a separate sealed envelope marked with “Technical Proposal.” Each envelope must also be marked with the proposer’s name. The two envelopes should then be placed in a single outside envelope. The outside envelope must be sealed and clearly marked with the RFP Number, Project Title, the Proposal Due Date, and the proposer’s name.

The hard copies and electronic copies of the technical proposal must not include any pricing information. Proposals received prior to the Proposal Closing Time that are marked properly will be securely kept, unopened until the Proposal Closing Time. Late proposals will not be considered.

All proposals must be delivered via U.S. Mail, express mail carrier, or hand delivery only. A receipt should be requested for hand delivered material.

The proposer is solely responsible for ensuring that the full proposal is received by the AOC in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The AOC shall not be responsible for any delays in mail or by express mail carriers or by transmission errors or delays or missed delivery.

2.4.2 Amendment or Withdrawal of Proposals

A vendor may amend its proposal prior to the Proposal Closing Time. All amendments must be in writing and received by the AOC prior to the Proposal Closing Time.

A vendor may withdraw its proposal at any time prior to the Proposal Closing Time by notifying the Submittal Contact listed in Section 2.1.1 in writing of its withdrawal. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Proposals cannot be amended or withdrawn after the Proposal Closing Time.

2.4.3 Mistake in Proposal

If prior to a contract award, a proposer discovers a mistake in their proposal that renders the proposer unwilling to perform under any resulting contract, the proposer must immediately notify the Submittal Contact listed in Section 2.1.1 in writing and request to withdraw the proposal. It shall be solely within the AOC’s discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation and award of “all or none” of the items, then any withdrawal must be for the entire proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the AOC may consider permitting withdrawal of specific line item(s) or combination of items.

2.4.4 Error in Submitted Proposals

If an error is discovered in a vendor’s proposal, the AOC may at its sole option retain the proposal and allow the proposer to submit certain arithmetic corrections. The AOC may, at its sole

option, allow the proposer to correct obvious clerical errors. In determining if a correction will be allowed, the AOC will consider the conformance of the proposal to the format and content required by the solicitation, the significance and magnitude of the correction and any unusual complexity of the format and content required by the solicitation.

If the proposer's intent is clearly established based on review of the complete proposal submitted, the AOC may, at its sole option, allow the proposer to correct an error based on that established intent.

The total price of unit-price items or individual line items will be the product of the unit or line item price and the quantity. If the unit or line item price is ambiguous, unintelligible or uncertain for any cause, or is omitted, the unit or line item price shall be the amount obtained by dividing the "extension" price by the item quantity.

2.4.5 Vendor Information, Authorized Signatures, Validity Period of Proposals

Proposals must include the vendor name, address, telephone and facsimile numbers, and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the vendor and include the name, title, address, and telephone number of the individual who is the proposer's designated representative.

Proposals will be valid for ninety (90) days after the Proposal Due Date specified in Section 2.1 ("Proposal Validity Date"). In the event a final contract has not been awarded by the date specified in Section 2.1, the AOC reserves the right to negotiate extensions to the Proposal Validity Date.

2.4.6 Knowledge of Requirements

The vendor shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the proposer's sole risk.

Proposers shall be responsible for knowledge of all items and conditions contained in their proposals and in this RFP, including any AOC issued clarifications, modifications, amendments, or addenda. The AOC will provide notice to prospective proposers or, if identified in Section 2.1, post addenda and clarifications to the AOC website; however, it is the proposer's responsibility to ascertain that the proposal includes all addenda issued prior to the Proposal Due Date.

2.4.7 Independence of Proposal and Joint Proposals

Unless a proposer is submitting a joint proposal, the proposer represents and warrants that by submitting its proposal it did not conspire with any other vendor to set prices in violation of anti-trust laws.

A proposal submitted by two or more vendors participating jointly in one proposal may be submitted, but one vendor must be identified as the prime contractor and the other as the subcontractor. The AOC assumes no responsibility or obligation for the division of orders or purchases among joint subcontractors.

2.4.8 Covenant Against Gratuities

Proposer warrants by signing its proposal that no gratuities, in the form of entertainment, gifts, or otherwise, were offered by the proposer or any agent, director, or representative of the proposer,

to any officer, official, agent, or employee of any Purchasing Group member with a view toward securing award of or securing favorable treatment with respect to any determinations concerning the performance of any resulting contract. For breach or violation of this warranty, the AOC will have the right to terminate any resulting contract in whole or in part. The right and remedies of the AOC provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the resulting contract.

2.5 Overview of Evaluation Process

2.5.1 Evaluation Committee

The AOC will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel (“Evaluation Committee”). The name, units, or experience of the individual members will not be made available to any vendor. The Evaluation Committee will first review and screen all proposals submitted, except for the pricing proposals, according to the minimum qualifications set forth in Section 2.6.

Vendors satisfying the minimum qualifications will then be evaluated in accordance with the evaluation criteria set forth in Section 2.7. The Evaluation Committee will first review and complete the evaluation of the technical proposals, without the pricing proposal. Thereafter, the pricing proposals will be opened, reviewed, and evaluated to determine an overall evaluation score.

2.5.2 Reservation of Rights

The AOC, in its complete discretion, may eliminate proposals that have not met the minimum qualifications of Section 2.6, or have not scored adequately in relation to other proposals to warrant further consideration. The AOC reserves the right to reject any or all proposals, in whole or in part, and may or may not waive any immaterial deviation or defect in a proposal.

The AOC's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a vendor from full compliance with solicitation document specifications.

If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements of the solicitation document. Material deviations cannot be waived.

Unless otherwise specified in the solicitation, the AOC may accept any item or combination of items as specified in the solicitation, of any proposal unless the proposer expressly restricts an item or combination of items in its proposal and conditions its response on receiving all items for which it provided a proposal. In the event that the proposer so restricts its proposal, the AOC may consider the proposer's restriction and evaluate whether the award on such basis will result in the best value to the AOC or may determine in its sole discretion that such restriction is non-responsive and renders the proposer ineligible for further evaluation.

The AOC reserves the right to negotiate with proposers who have presented, in the opinion of the Evaluation Committee, the best proposal in an attempt to reach a contract. If no contract is reached, the AOC can negotiate with other proposers or make no award under this RFP. At any time the Evaluation Committee can reject all proposals and make no award under this RFP. Moreover, the AOC reserves the right to reconsider any proposal submitted at any phase of the procurement prior to a contract being issued. It also reserves the right to meet with vendors to gather additional information.

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Proposals that contain false or misleading statements may be rejected if in the AOC's opinion the information was intended to mislead the AOC regarding a requirement of the solicitation document.

2.5.3 Evaluation of Pricing Sheets

Pricing sheets will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the pricing sheets must be clearly legible and must be type written. No erasures are permitted. Errors may be crossed out and corrections typewritten adjacent and must be initialed in ink by the person signing the proposal. If the solicitation requires the proposer to provide an electronic copy of the pricing sheets and there is a discrepancy in the printed pricing sheets and the electronic copy, the pricing on the printed pricing sheets will be evaluated.

Where more than one line item is specified in the solicitation, the AOC reserves the right to determine the highest evaluated proposer, either on the basis of individual items, combination of items as specified in the solicitation, or on the basis of all items included in the solicitation, unless otherwise expressly provided.

2.5.4 Cash Discounts

The AOC encourages proposers to offer cash discounts for prompt payment however, unless provided elsewhere in the solicitation cash discounts offered by proposers for the prompt payment of invoices will not be considered in evaluating offers to determine the successful proposer for award of any resulting.

2.5.5 Requests for Additional Information and Product Demonstration

The AOC reserves the right to seek clarification or additional information from any proposer throughout the solicitation process, including a demonstration of the equipment proposed. The AOC may require a proposer's representative to answer questions during the evaluation process with regard to the vendor's proposal. Failure of a proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

If the Evaluation Committee requests a demonstration of the proposed equipment, the demonstration will be arranged by the vendor at a site that is agreeable to the AOC. The demonstration may include a demonstration of the equipment at a customer site (vendor's customer).

2.6 Minimum Qualifications

To be considered for full evaluation and possible award, proposers must first meet the threshold minimum qualification requirements listed in the following table. Minimum requirements can be met by combining experience, expertise and resources of vendor and any proposed subcontractors.

Minimum Qualifications	
1	5 or more years experience working with and supplying equipment and services similar to that specified in this RFP to public sector customers.
2	Neither vendor nor any of its proposed subcontractors are currently under suspension or debarment by any state or federal government agency and neither vendor nor any of its proposed subcontractors are tax delinquent with the State of California or Federal Government (reference <u>Attachment C</u> , Vendor Certification Form).

The proposer must state specifically in its Executive Summary (see Section III) how it complies with each minimum qualification specified above. Subject to the AOC's right in its complete discretion to waive minor deviations or defects, only those proposals that meet all of the foregoing minimum qualifications shall be considered for a full evaluation and a possible contract award.

Vendors who fail to meet any of the listed minimum qualifications will be notified in writing, and will have three (3) business days from receipt of such notification to file proof that all such qualifications are met.

2.7 Evaluation Criteria

Proposals will be evaluated to determine the proposal or proposals that offer the best value to the AOC and members of the Purchasing Group. The evaluation will be based upon the following criteria, listed in order of descending priority.

- a. Cost/pricing factors
- b. Product quality
- c. Warranty policy (terms and conditions) and duration
- d. Maintenance services, including spare parts availability
- e. Product availability
- f. Installation Services
- g. Training Services

Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regards to pricing, the AOC reserves the right, in its sole discretion, to reject any proposal whose price is outside of the competitive range.

2.8 Interviews, Product Demonstrations and Negotiations

2.8.1 Interviews and Product Demonstrations

Following the initial screening of proposals, the AOC reserves the right to require, and each proposer must be prepared to conduct, product demonstrations, oral presentations and other discussions (written or verbal) on the content of its proposal, as discussed in Section 2.5.5. If the AOC determines that product demonstrations, interviews or presentations are required, selected proposers will be notified in writing of the date, place, time and format of the product demonstration, interview or presentation. Proposers will be responsible for all costs related to the product demonstration, interview or presentation, which, at the AOC's sole discretion, may be in-person and/or by teleconference. Failure to participate in such product demonstration, interviews or presentations may result in a proposer's disqualification from further consideration.

2.8.2 Negotiations

If the AOC desires to enter into negotiations, they will do so with one or more proposers, at their discretion. If the AOC enters into negotiations and no contract is reached, the AOC can negotiate with the other proposers or make no award under this RFP. The AOC reserves the right to award a contract, if any, without negotiations.

2.8.3 Payment

Payment terms will be in accordance with the payment provisions of Attachment A, Master Agreement Terms and Conditions. MEMBERS OF THE PURCHASING GROUP DO NOT

MAKE ANY ADVANCE PAYMENTS FOR GOODS OR SERVICES, EXCEPT FOR ANNUAL MAINTENANCE AGREEMENTS.

2.8.4 News Releases

News releases pertaining to the award of any contract resulting from this solicitation may not be made by a vendor without the prior written approval of the AOC's Business Services Manager.

2.9 Award of Contract

The Evaluation Committee will make a final recommendation for award of the contract. Upon award, the successful proposer(s) will be required to execute a Master Agreement ("Master Agreement") in accordance with the Specifications in Section IV and the General Conditions in Section V, and provide a certificate of insurance in conformance with the requirements set forth in the General Conditions within thirty (30) business days of award. The period for execution of the Master Agreement may be changed by mutual contract of the parties. Contracts are not effective until signed by both parties.

2.10 Protest Procedures

2.10.1 General

Failure of proposer to comply with the protest procedures set forth in this Section 2.10, will render a protest inadequate and untimely, and will result in rejection of the protest. In no event shall a protest be considered if all submittals are rejected or after a contract has been executed.

2.10.2 Prior to Submission of Proposal

An interested party that is an actual or prospective proposer with a direct economic interest in the procurement may file a protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal. Such protest must be received prior to the Proposal Closing Time.

The protestor will have exhausted all administrative remedies specified in Section 2.3.1, Section 2.3.2 and Section 2.3.4, and this Section as applicable, prior to submitting the protest. Failure to do so may be grounds for denying the protest.

2.10.3 After Award

A vendor submitting a proposal may protest the award based on allegations of improprieties occurring during the proposal evaluation or award period if it meets all of the following conditions:

- a. The vendor has submitted a proposal that it believes to be responsive to the solicitation document;
- b. The vendor believes that its proposal meets the administrative and technical requirements of the solicitation, proposes items and/or services of proven quality and performance, and offers a competitive cost; and
- c. The vendor believes that the AOC has incorrectly selected another vendor submitting a proposal for an award.

Such protests must be received no later than five (5) business days after the protesting party receives a no-award notification.

2.10.4 Form of Protest

A vendor who is qualified to protest should submit the protest to the Business Services Manager at the address noted in Section 2.1.1.

- a. The protest must be in writing and sent by certified or registered mail or delivered personally to the address noted above. If the protest is hand-delivered, a receipt must be requested.
- b. The protest shall include the name, address, telephone and facsimile numbers of the party protesting or their representative.
- c. The title of the solicitation document under which the protest is submitted shall be included.
- d. A detailed description of the specific legal and factual grounds of protest and any supporting documentation shall be included.
- e. The specific ruling or relief requested must be stated.

The AOC, at its discretion, may make a decision regarding the protest without requesting further information or documents from the protestor. Therefore, the initial protest submittal must include all grounds for the protest and all evidence available at the time the protest is submitted. If the protestor later raises new grounds or evidence that was not included in the initial protest but which could have been raised at that time, the AOC will not consider such new grounds or new evidence.

2.10.5 Determination of Protest Submitted Prior to Submission of Proposal

Upon receipt of a timely and proper protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal, the AOC will provide a written determination to the protestor prior to the Proposal Closing Time. If required, the AOC may extend the Proposal Closing Time to allow for a reasonable time to review the protest. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the AOC, at its sole discretion, may elect to withhold the contract award until the protest is resolved or denied or proceed with the award and implementation of the contract.

2.10.6 Determination of Protest Submitted After Submission of Proposal

Upon receipt of a timely and proper protest, the AOC will investigate the protest and will provide a written response to the vendor within a reasonable time. If the AOC requires additional time to review the protest and is not able to provide a response within ten (10) business days, the AOC will notify the vendor. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the AOC, at its sole discretion, may elect to withhold the contract award until the protest is resolved or denied or proceed with the award and implementation of the contract.

2.10.7 Appeals Process

The Business Services Manager decision shall be considered the final action by the AOC unless the protesting party thereafter seeks an appeal of the decision by filing a request for appeal with the Business Services Manager noted in Section 2.1.1 within five (5) calendar days of the issuance of the Contracting Officer's decision.

The justification for appeal is limited to:

- a. Facts and/or information related to the protest, as previously submitted, that was not available at the time the protest was originally submitted;

- b. The Contracting Officer's decision contained errors of fact, and that such errors of fact were significant and material factors in the Contracting Officer's decision; or
- c. The decision of the Contracting Officer was in error of law or regulation.

The request for appeal shall include:

- a. The name, address telephone and facsimile numbers of the vendor filing the appeal or their representative;
- b. A copy of the Contracting Officer's decision;
- c. The legal and factual basis for the appeal; and
- d. The ruling or relief requested. Issues that could have been raised earlier will not be considered on appeal.

Upon receipt of a request for appeal, the Business Services Officer will review the request and the decision of the Contracting Officer and shall issue a final determination. The decision of the Business Services Officer shall constitute the AOC's final action.

2.10.8 Protest Remedies

If the protest is upheld, the AOC will consider all circumstances surrounding the procurement in its decision for a fair and reasonable remedy, including the seriousness of the procurement deficiency, the degree of prejudice to the protesting party or to the integrity of the competitive procurement system, the good faith efforts of the parties, the extent of performance, the cost to the AOC, the urgency of the procurement, and the impact of the recommendation(s). The AOC may recommend any combination of the following remedies:

- a. Terminate the contract for convenience;
- b. Re-compete the contract;
- c. Issue a new solicitation document;
- d. Refrain from exercising options to extend the term under the contract, if applicable;
- e. Award a contract consistent with statute or regulation; or
- f. Other such remedies as may be required to promote compliance.

III. PROPOSAL FORMAT AND CONTENT

Responsive proposals should provide straightforward, concise information that satisfies the requirements of this solicitation. **Expensive bindings, color displays, and the like are not necessary or desired.** Emphasis should be placed on conformity to the AOC's instructions, requirements of this solicitation and the completeness and clarity of content. The proposal should include an Executive Summary that demonstrates the vendor's understanding of the requirements and provides a "high level", general overview of how the vendor proposes to provide the products and services of this RFP.

3.1 Pricing (Price Proposal)

3.1.1 Government Rates

It is expected that all vendors responding to this solicitation will offer the vendor's government or comparable favorite rates or the best government pricing that's available (e.g. GSA).

3.1.2 Pricing and Price Adjustments

Vendor must submit pricing as required by Attachment D (Pricing Sheets). Pricing shall include all anticipated charges, including, but not limited to: cost of materials and product, installation, training, all applicable taxes, overhead, profit, and cost of providing insurance as required in Attachment A (Master Agreement Terms and Conditions). Vendor must indicate if vendor requires reimbursement for travel expenses associated with installation and maintenance services. If such reimbursement is required, vendor will be reimbursed for its actual cost pursuant to Attachment A (Master Agreement Terms and Conditions).

Members of the Purchasing Group are exempt from federal excise taxes and no payment will be made for any taxes levied on the vendor's or any subcontractor employee's wages. The Purchasing Group member will pay for any applicable State of California or local sales or use taxes on the products provided or the services rendered. Taxes shall be included as a separate line item on a vendor's invoice.

The prices proposed in the proposer's response will be valid for a minimum of one (1) after the Master Agreement is signed. The proposer's pricing proposal must describe how future price increases will be minimized and capped and how both increases and decreases will be passed on to the members of the Purchasing Group if the contract is renewed after the initial term.

3.2 Technical Proposal

3.2.1 Product Quality

The AOC may evaluate the quality of a vendor's products submitted in its proposal through a demonstration of all products that meet the specifications described in Section IV of this RFP, as determined by the AOC.

3.2.2 Warranty Policy and Duration

Vendor shall describe its warranty in terms of coverage, terms and conditions and duration for all items that would be purchased by the individual members of the Purchasing Group under any agreement that may result from this RFP.

3.2.3 Maintenance Services and Spare Parts Availability

The vendor shall describe its onsite maintenance services (maintenance plans and time and material maintenance), as specified in Section 4.1.2.1.6, including vendor's ability to respond to customer's service requests with 24 hours of receiving a call. Vendor shall also submit its terms and conditions for maintenance services.

The vendor shall describe what percentage of its spare parts inventory for equipment offered for sale under any resulting contract is typically in stock and what the average lead time is for those remaining items which are not typically held in stock.

3.2.4 Product Availability

The vendor shall describe its access to products and ability to fill a large number of orders, including installation services, within three (3) months of contract award.

3.2.5 Installation Services

The vendor shall include a description of its installation process and qualifications of available personnel to perform installation services, including functionality tests that are performed and timing requirements, as required in Section 4.1.7.

3.2.6 Training Services

The vendor shall describe what services it provides to train Purchasing Group member staff on the safe and effective operation of all equipment ordered under a contract that may result from this RFP as well as the qualifications of available vendor personnel who will perform the training services. The vendor shall also indicate when training typically occurs after receipt and or installation of ordered equipment.

3.3 Company information

Although not part of the evaluation criteria, the following information will also be submitted:

- a. A short narrative description of the vendor's organization, including organization charts and indication of company officers where applicable.
- b. Total number of years in business.
- c. Number of years providing products and services similar in size and scope to those requested in this RFP.
- d. Annual contract value of the vendor's three (3) largest contracts for similar products and services in the past three (3) years. Percent of turnover of service staff for each of the last three (3) years in the vendor's organization that will be responsible for providing products and services described in this RFP (e.g. Account Manager, Installation, Maintenance, and Customer Service personnel, etc.).
- e. If subcontractors are proposed for this RFP, describe the products or services provided by the subcontractor(s) and the vendor's contract management process for subcontractors included n the vendor's proposal.
- f. An audited profit and loss statement and balance sheet for the vendor's last three (3) fiscal years. If a company is privately owned, this information will be kept confidential by the AOC. These financial statements must be submitted in a separate volume pursuant to Section 2.1.2.
- g. Significant transactional events in the past five (5) years such as: bankruptcies, mergers, acquisitions and initial public offerings (IPO's).

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- h. A completed Attachment F, Request for Taxpayer Identification Number and Certification form.

3.4 Methodology

3.4.1 Program Implementation

Vendor shall provide a project plan that describes how the vendor intends to implement the program. Specifically, the vendor shall provide the following information regarding methodologies and organization:

- a. Account Team structure and role (including description of sales contact process, Account Team support and periodic account review process)
- b. Communication process with a member of the Purchasing Group and the AOC
- c. Program Evaluation (on time delivery, customer satisfaction, issue resolution)

3.4.2 Ordering Process

Describe the process to establish an account for a member of the Purchasing Group that may wish to purchase goods or services under any Master Agreement that may result from this RFP, including how the individual accounts would be linked together and identified as a statewide account associated with the Master Agreement (see Section 4.1.3).

Describe the ordering process and the various options available (e.g., Internet access, telephonic, facsimile, etc.), including the ordering and acknowledgement requirements (as required in Section 4.1.3).

3.4.3 Customer Service

Describe the level of customer service that will be provided, including procedures that will ensure consistency and problem escalation and resolution. The description should include, but is not limited to:

- a. Telephone customer service and onsite service organizational structure
- b. Contact process (phone, email, fax, etc.)
- c. Follow up process
- d. Internal procedures to track customer service contact and resolution
- e. Escalation process to resolve outstanding customer service and maintenance issues
- f. Remedies for not meeting the committed response time for a member of the Purchasing Group, including providing loaner equipment.

3.4.4 Reports

Vendor shall describe its capabilities to provide quarterly reports, including manufacturer discontinued reports, as required in Section 4.1.8.

3.5 Master Agreement Terms and Conditions

3.5.1 Acceptance of General Conditions

The proposal must state that vendor accepts the attached General Conditions in Section V or identify any exceptions to those terms. For any exceptions, vendor must submit a “redlined” version of the term or condition, showing all suggested modifications and explaining the request. The vendor’s

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acceptance of the Terms and Conditions, with minor clarifications, will be an affirmative factor in the evaluation of the vendor's proposal. Absent exceptions, the vendor is presumed to have accepted all Master Agreement Terms and Conditions

3.5.2 Supplemental and Alternate Terms and Conditions

Vendor must submit any supplemental or alternate terms and conditions that may be applicable. Although the AOC will consider supplemental or alternate language proposed by a vendor, the AOC will not be bound by contract language received as part of a prospective vendor's response. If the proposer requires that the AOC be bound by some or all of the vendor's proposed contract language, the proposal may be considered non-responsive and may be rejected.

3.6 Proposal Submittal Requirements

The vendor must complete and submit to the AOC all of the following proposal documents and in the exact the following order. Failure to submit all of the following documents may result in rejection of the proposal.

3.6.1 Technical Proposal

- a. Executive Summary
- b. Table of Contents – itemizing sections of the vendor's response, including required proposal documents and their respective page numbers.
- c. Proposal validity period and authorized signature, as required in Section 2.4.5.
- d. Response to Sections 3.2 through 3.4.4, including submittal of terms and conditions for maintenance services, as required in Section 3.2.3.
- e. Indication of Acceptance of Terms and Conditions and submittal of Supplemental Terms and Conditions, as required in Section 3.5.1 and Section 3.5.2.
- f. Vendor Certification Form – Attachment C.
- g. Request for Taxpayer Identification Number and Certification Form - Attachment F.

3.6.2 Pricing Proposal and DVBE Participation Form

- a. Pricing Proposal – (in accordance with Section 3.1).
- b. DVBE Participation Form – Attachment E.

IV. SPECIFICATIONS

4.1 Description of Products and Services to be Provided

4.1.1 General Description

Members of the Purchasing Group may, at their discretion, order security screening equipment and maintenance services under a Master Agreement(s) that may result from this RFP by placing an individual order via a Purchase Order.

The term “Purchase Order” refers to an ordering document used by any one of the Purchasing Group members to place orders for security screening equipment and maintenance services under a Master Agreement that is awarded as a result of this RFP.

All security screening equipment ordered under a Master Agreement that is awarded as a result of this RFP must be new.

4.1.2 Specifications for Security Screening Equipment & Maintenance Services

4.1.2.1 General Requirements

4.1.2.1.1 Magnetometer (permanently installed unit)

- a. Measurements: minimum internal measurements must be: 28” wide by 79” high.
- b. Color: ideally metallic or grey color, but specify all available colors in Attachment D (Pricing Sheets).
- c. Materials: non-corrosive materials.
- d. Power chord length: not less than 6 feet.
- e. The major components of the machine must be Underwriter Laboratory listed.
- f. Must be able to detect mixed alloy, magnetic and non metallic weapons.
- g. Audible warning system with volume control.
- h. Must visually indicate detection of weapons, on both sides of unit, with the ability to indicate location of said weapons, and detect multiple locations.
- i. Control unit: must be built into the magnetometer and have immediate selection of security levels and all functions must be programmable via microprocessor. Programming must be done by a built in keyboard with access secured by a mechanical lock.
- j. Must meet all local, state and federal requirements, FAA regulations and be 100% safe for all health related machines and pacemakers
- k. The following optional equipment for the magnetometer should be available: matching assistants (side) table, floor anchor system, wheel attachments and battery back-up.
- l. Built in counting system.

4.1.2.1.2 Magnetometer (portable unit)

- a. Portable, walk through detector system.
- b. Capable of being fully dismantled and stored easily in 5 minutes.
- c. Single person portability.
- d. Control panel with programmable modes.
- e. DC voltage re-chargeable power system.
- f. Must be compliant with all FAA, federal, state and local regulations.
- g. Zone specific detection full height.
- h. LED or similar warning lights with audible alarm.

4.1.2.1.3 Handheld Screening Device

- a. Re-chargeable battery operated unit with minimum continuous use cycle of not less than 40 hours.
- b. Color: black or grey.
- c. On – off switch with indicator light.
- d. Carrying case.
- e. One touch operation.
- f. Color display.
- g. Audible or vibrate warning modes.
- h. Detect both magnetic and non magnetic metals.
- i. Self calibrating.
- j. Compliant with all Federal and California health and safety codes.
- k. Weight not to exceed 24 ounces.

4.1.2.1.4 X-ray Inspection Unit

- a. Minimum tunnel measurements must be 24" wide by 16" high.
- b. Conveyer speed minimum must be 45 feet per minute.
- c. Max load 100 pounds or greater.
- d. Minimum 28mm steel penetration.
- e. Minimum resolution of 38AWG.
- f. Film safety: guaranteed for high speed film up to ISO 1600.
- g. 20"minimum color monitor with digital video memory.
- h. Power: 120V AC or 240 V AC at customer request.
- i. Must meet all current standard federal and California emission, radioactivity standards
- j. The following optional equipment for the X-ray machine should be available: extended roller bed for system entry and matching table unit for exit.

4.1.2.1.5 Compact X-Ray Inspection Unit

- a. Should be capable of being mounted to a desk top and have a wheeled base option.
- b. Unit should not exceed 300 lbs weight (without a wheeled base unit).
- c. Tunnel should not be less than 20" wide or 12" High

- d. Overall dimensions should not exceed 50" long by 30" high by, 30" wide.
- e. 17" minimum size color monitor.
- f. Power supply 110 volts AC.
- g. Automated and motorized conveyer system.
- h. Steel, stainless steel or aluminum construction.

4.1.2.1.6 Onsite Maintenance Services

The vendor must offer the following onsite maintenance services:

- a. Long term maintenance contract for a minimum of three years.
- b. Time and materials service option.
- c. Ability to respond to service call within 24 hours.

4.1.2.2 Certifications and Verifications

All products offered for sale by the vendor to the Purchasing Group under any resulting contract from this RFP must be compliant with all standards and regulations as set forth by all federal agencies including the Federal Aviation Administration and state and local governmental entities.

4.1.2.3 Guarantee

All equipment shall be guaranteed to be new and to perform to the manufacturer's specifications and vendor shall warrant the equipment against defects in material and workmanship.

4.1.3 Ordering Process

Vendor will establish individual customer accounts with members of the Purchasing Group placing orders under any Master Agreement that may result from this RFP. The individual accounts will be linked together and identified as a statewide account associated with the Master Agreement.

Vendor will provide the customer placing the order with the lead time required for the product(s) ordered. Vendor will coordinate the delivery and installation dates with customer prior to finalizing the order. Vendor will provide customer and, if requested, the AOC with an immediate acknowledgement of the order. The acknowledgement will be submitted by facsimile or email, regardless of what method is used to place the order, and will include: the products and services ordered, delivery and installation dates, and contact information.

Vendor is required to maintain a toll-free number for ordering, inquiries, and customer service, including requests for maintenance service.

4.1.4 Customer Service

The vendor's customer service process shall ensure that all customer service issues are addressed in a consistent manner, including problem escalation and resolution of maintenance and service issues. The customer service process includes, but is not limited to:

- a. Customer service organizational structure.
- b. Contact process (phone, email, fax, etc.).
- c. Follow up process.
- d. Internal procedures to track customer service contact and resolution.

- e. Escalation process to resolve outstanding customer service issues.

4.1.5 Delivery Requirements and Shipping Costs

Delivery shall be made as required on an individual Purchase Order. All deliveries will be made F.O.B. (free on board) destination as freight pre-paid. Purchasing Group members do not necessarily have a loading dock to accept deliveries. Therefore, vendors shall assume that all deliveries will be inside deliveries to a specific location as designated by a representative of the Purchasing Group member placing the order. Specific delivery instructions will be noted on the order form or Purchase Order. Any damage to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the vendor. When damage does occur, it is the responsibility of the vendor to immediately notify the staff of the Purchasing Group member.

The vendor shall bear the risk of loss or damage to the ordered goods until the goods are delivered to the place of business indicated on the Purchase Order.

4.1.6 Packaging

All products must be delivered in the manufacturer's standard package. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.

Each shipping carton shall be marked with the commodity, brand, quantity, item code number and the Purchasing Group member's Purchase Order number.

Each shipment shall include a packing slip showing the Purchase Order number, the ordering date, ordering department (if appropriate), ship-to location, the item number, product description, quantity ordered, quantity shipped and backordered items including the expected ship date.

4.1.7 Installation

All products ordered by the Purchasing Group members under any resulting contract from this RFP which require installation shall, as soon as possible after delivery, be completely installed and tested for functionality by the vendor.

4.1.8 Reports

The AOC requires quarterly program reports that include a list of all products that are manufacturer discontinued within the current quarter or are scheduled to be manufacturer discontinued within the next twelve month period. The report shall include a proposed replacement product for any product that is manufacturer discontinued. Additionally, the quarterly report shall provide a summary, by Purchasing Group member, of the equipment and services ordered, including the total value ordered during the quarter reported.

Quarterly reports must be provided no later than thirty (30) days after the end of each quarter and shall include purchases that are invoiced or paid for with a credit card.

4.1.9 Rejection of Goods or Acceptance of Service

If a Purchasing Group member requests maintenance service, a designated Purchasing Group member representative ("Representative") will review any completed repairs and approve by signing the vendor's service report. The designated Representative must then be given a copy of this

approved vendor service report. For time and materials repairs, the vendor's invoice will not be paid unless the vendor's service report is approved by the Representative.

The vendor will arrange for the return of all mis-ordered, mis-shipped, returned or damaged items at no cost to the Purchasing Group member. There will be no restocking fee for returns of items that are damaged or shipped by the vendor in error. The vendor will not charge the Purchasing Group member for the return of any mis-ordered, mis-shipped or damaged items.

4.1.10 Inventory

The Purchasing Group has an ongoing requirement for the products indicated in this RFP. The vendor or vendors awarded a Master Agreement, if any, shall maintain access to a reasonable stock of such products on hand for the term of the Master Agreement. Failure to maintain access to a reasonable stock may result in termination for default of the vendor's Master Agreement.

4.2 Estimated Volumes

No minimum delivery estimate is stated in this RFP. The individual Purchasing Group members will not be required to use any Master Agreement that may result from this RFP. The individual Purchasing Group members will make its purchasing decision based on what is in their best interest.

4.3 Procurement Process – Use of Master Agreement

After award of a Master Agreement or Master Agreements, requests for services utilizing a Master Agreement will be made by issuance of a Purchase Order issued from individual members of the Purchasing Group requesting goods and/or services as specified in the Master Agreement. The Purchase Order will reference the Master Agreement and the terms and conditions of the Master Agreement shall take precedence over the terms and conditions of the Purchase Order, contract, or terms and conditions included on an invoice or like document unless changes are made by reference to specific provisions of the Master Agreement.

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Section V
General Conditions

V. GENERAL CONDITIONS

The Master Agreement Terms and Conditions are included in this solicitation document as
Attachment A, Master Agreement Terms and Conditions.

VI. DISABLED VETERANS BUSINESS ENTERPRISE PARTICIPATION GOALS

The State of California Executive Branch requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The AOC, as a policy, follows the intent of the Executive Branch program. Therefore, your response should demonstrate DVBE compliance; otherwise, if it is impossible for your company to comply, please explain why, and demonstrate written evidence of a "good faith effort" to achieve participation. Your company must complete the DVBE Compliance form and include the form with your Pricing Proposal. If your company has any questions regarding the form, you should contact the Contracting Officer noted in Section 2.1.1. For further information regarding DVBE resources, please contact the Office of Small Business and DVBE Certification, at 916-375-4940 or access DVBE information on the Executive Branch's Internet web site at: <http://www.dgs.ca.gov/default.htm>.

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Section VII
Attachments

VII. ATTACHMENTS

Attachment A	Master Agreement Terms and Conditions
Attachment B	Purchasing Group Address List
Attachment C	Vendor Certification Form
Attachment D	Pricing Sheets (Multiple spreadsheets within Excel Workbook)
Attachment E	DVBE Participation Form
Attachment F	Request For Taxpayer Identification Number And Certification Form

ATTACHMENT A
MASTER AGREEMENT TERMS AND CONDITIONS

This Master Agreement for Security Screening Equipment and Maintenance Services, including Schedule 1 - Description of Products and Services and Schedule 2 - Supplemental Terms and Conditions, collectively referred to as "Master Agreement", is by and between _____ with offices at _____ ("Contractor") and the Judicial Council of California Administrative Office of the Courts ("AOC") with offices at 455 Golden Gate Avenue, San Francisco, California.

In consideration of the mutual promises, covenants, terms and conditions set forth below, the parties hereby agree as follows:

- 1. PURPOSE:** The purpose of this Master Agreement is to set forth the terms and conditions that apply to Contractor's furnishing of security screening equipment and maintenance services, as requested in RFP No. FIN-_____ ("RFP") and as further described in Schedule 1 – Description of Products and Services. The "Purchasing Group" includes: the 58 Superior Courts of California ("Trial Courts"); the California Appellate Courts, including the Supreme Court of California ("Appellate Courts"); and the AOC (each of which may be individually referred to as a member of the Purchasing Group or "Customer").
- 2. TERM:** The initial term of this Master Agreement is two (2) years, commencing on the Effective Date set forth on the Standard Agreement form with three (3) one-year options to extend the term, which options may be exercised by the AOC in its sole discretion anytime prior to the expiration of the initial term. If the AOC elects to extend the term of this Master Agreement, the AOC may negotiate price adjustments applicable during the option period(s) and any agreed-upon price adjustments will be set forth in a written amendment to this Master Agreement.
- 3. OBLIGATION:** This Master Agreement does not obligate the AOC or any member of the Purchasing Group to place any orders under this Master Agreement nor does it guarantee Contractor a specific volume of orders under this Master Agreement.
- 4. RELATIONSHIP OF PARTIES:** The AOC has the authority to enter into master agreements for goods and services on behalf of the Purchasing Group. Individual members of the Purchasing Group may elect to utilize this Master Agreement by placing orders, as set forth herein, in which case the terms and conditions of this Master Agreement shall govern such purchase. Each purchase order placed by a member of the Purchasing Group and incorporating the terms of this Master Agreement shall constitute and be construed as a separate, independent agreement between such member and Contractor.

5. SCOPE OF SERVICE AND PRICE:

- (a) Contractor shall provide security screening equipment and maintenance services to members of the Purchasing Group pursuant to the terms and conditions of this Master Agreement. The description and price for the security screening equipment and maintenance services are set forth in Schedule 1 – Description of Products and Services.
- (b) Contractor's prices set forth in Schedule 1 – Description of Products and Services, include all anticipated charges, including but not limited to, cost of materials and product, overhead, profits, and other costs or expenses incidental to the Contractor's performance under this Master Agreement.
- (c) If the Contractor requires reimbursement for travel expenses associated with installation and maintenance services, reimbursement will be in accordance with the AOC Travel Rate Guidelines, attached hereto and made a part hereof. All travel that is to be reimbursed must be pre-approved and authorized by the Customer in writing. Contractor will provide copies of receipts and invoices for reimbursement of such travel expenses. Contractor will not be reimbursed for travel expenses that have not been authorized in writing.

- 6. INSTALLATION SERVICES:** All products ordered by the Purchasing Group members that require installation shall be completely installed and tested for functionality by the vendor. Installation and testing shall be

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Master Agreement Terms and Conditions

completed as set forth in the ordering document. All costs and expenses for installation and testing shall be included in the prices set forth in Schedule 1.

7. MAINTENANCE SERVICES: If Customer orders maintenance services, such service shall be provided pursuant to the terms and conditions set forth in Schedule 2 - Supplemental Terms and Conditions.

8. INVENTORY: Contractor shall maintain access to a stock of products necessary to ensure prompt delivery of orders for goods placed by members of the Purchasing Group. Failure to maintain access to such a stock shall be deemed a material breach of this Master Agreement.

9. ORDERING:

(a) Members of the Purchasing Group may place individual orders for security screening equipment and maintenance services provided pursuant to this Master Agreement. Orders may be placed by telephone, facsimile, Contractor's designated Internet site, or by issuing a Purchase Order. A "Purchase Order" is defined as an ordering document used by a Customer to place an order for security screening equipment and maintenance services under this Master Agreement. The form and format of a Purchase Order may vary. The terms and conditions of this Master Agreement No. _____ are applicable to all orders, regardless of the ordering process selected. The Customer placing the order will be responsible for receipt and acceptance of goods and payment pursuant to the terms and conditions set forth in this Master Agreement.

(b) Contractor shall provide the Customer placing the order with the lead time required for the product(s) ordered. Contractor shall coordinate the delivery and installation dates with Customer prior to finalizing the order and include a schedule for delivery, completion of installation and testing on the order. Contractor shall provide Customer and, if requested, the AOC with an immediate acknowledgement of the order. The acknowledgement will be submitted by facsimile or email, regardless of what method is used to place the order, and will include: the products and services ordered, delivery and installation dates, and contact information. The purchase order is not binding until Contractor provide acknowledgement of the order to Customer, including the products and services ordered, delivery and installation dates, and contact information.

(c) Contractor shall maintain a toll-free number for ordering, inquiries, and customer service, including requests for maintenance service.

10. PRODUCT AND SERVICES WARRANTIES

(a) All goods provided hereunder shall be new and will perform to the manufacturer's specifications, and shall be warranted against defects in material and workmanship. Contractor shall pass through all manufacturer supplied end-user warranties to Customer on all goods provided pursuant to this Master Agreement.

(b) Contractor further warrants that all services shall be rendered in a good and workmanlike manner by skilled personnel in compliance with all applicable laws and regulations.

(c) Contractor represents and warrants that it has obtained from the manufacturers of all goods provided hereunder, and has the authority to and will assign or pass through to the purchaser of such goods, the following representations and warranties: that the manufacturers will at its own expense defend, indemnify and hold harmless Contractor, the AOC and Customer from and against any claim, charge, demand, proceeding, suit, liability, loss, cost, expense, order, decree, attorneys fees, court costs, trial or appeal and judgments, including damages of any kind, resulting from, arising out of or in connection with any actual or claimed: (a) personal injury (including death), property damage or loss of any nature whatsoever alleged to have occurred as a result of the use of any of the goods covered by this Master Agreement, (b) defect in material, workmanship or design or (c) infringement of any patent, trademark, trade secret, or copyright by any of the goods provided hereunder.

11. PACKAGING: All products must be delivered in the manufacturer's standard package. Prices shall include all packing and/or crating charges. Cases shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents.

12. DELIVERY AND PACKING SLIPS:

(a) Each shipping carton must be marked with the commodity, brand, quantity, item code number and the Customer's Purchase Order number. Each shipment must include a packing slip showing: the Purchase Order

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Master Agreement Terms and Conditions

number; the ordering date; ordering department, if appropriate; "ship to" location; item number; product description; quantity shipped; and, for backordered items, the expected ship date. Any itemized packing slip bearing the Purchase Order must remain with the goods at the time of delivery to insure its receipt.

(b) Shipping and delivery costs, if applicable, shall be quoted to Customer at the time the order is placed. Contractor's invoice shall indicate the applicable shipping and delivery costs as a separate line item on the invoice.

(c) Time is of the essence for delivery of goods and any other performance required of Contractor.

Delivery of goods shall be made in accordance with the instructions included at the time the order is placed. All deliveries will be made F.O.B. (free on board) destination as freight pre-paid. Specific delivery instructions will be provided at the time the order is placed and noted on the Purchase Order. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose will be incurred or paid by Customer.

(d) Any damage to the Customer's premises or property, including but not limited to building interior, walls, freight elevator, etc., will be the responsibility of Contractor. If damage does occur, Contractor must immediately notify the Customer.

13. RISK OF LOSS: Contractor shall bear the risk of loss or damage to the ordered goods until Contractor delivers the goods as indicated on the Purchase Order.

14. INSPECTION AND ACCEPTANCE:

(a) Notwithstanding any prior inspection or payments, all goods and services provided hereunder shall be subject to final inspection and acceptance or rejection by the purchasing party for compliance with the applicable specifications at any time within thirty (30) days after delivery and installation. All items which are not in compliance with the specifications hereof, which are not as warranted, or which are shipped late, shipped in excess or insufficient quantities, or substituted for items ordered hereunder may be rejected in whole or in part by the purchasing party and returned at Contractor's expense and risk. Payment shall not constitute an acceptance of noncompliant goods or services, or impair Customer's right to any of its remedies.

(b) If Customer requests maintenance service, a designated representative of Customer ("Representative") will review any completed repairs and approve by signing the Contractor's service report. The designated Representative must then be given a copy of this approved vendor service report. For time and materials repairs, Contractor's invoice will not be paid unless Contractor's service report is approved by the Representative.

15. REPLACEMENT RETURN POLICY: Contractor will arrange for the return of all mis-ordered, mis-shipped, returned, or damaged items at no cost to Customer. There will be no restocking fee for returns of items that are damaged or shipped by Contractor in error. Contractor will not charge and Customer will not pay for the return of any mis-ordered, mis-shipped or damaged items.

16. INVOICES, PAYMENT AND SETOFF: Customer shall have no obligation to pay for any item until one original and two copies of a correct invoice for the item is received at the address shown on the Purchase Order. Payment is due net 30 days, unless otherwise indicated on the Purchase Order. Each invoice shall be printed on Contractor's standard printed bill form, and shall include at a minimum (a) the Purchase Order number, (b) Contractor's name and address, (c) the nature of the invoiced charge, (d) the description and quantity of goods provided; (e) the per unit amount charged; and (f) the extended price, including all applicable delivery charges and taxes itemized separately. Amounts owed to Customer due to rejections of goods or services or discrepancies in said invoices will be, at the Customer's option, fully credited against future invoices payable by Customer, or paid by Contractor within thirty (30) days from Contractor's receipt of a debit memo or other written request for payment by Customer. Customer shall have the right at any time to set off any amount owing from Contractor to Customer against any amount payable by Customer pursuant to any purchase order or any other transaction or occurrence.

17. REPORTS: Contractor shall provide a quarterly program report that includes a list of all products that are manufacturer discontinued within the current quarter or are scheduled to be manufacturer discontinued within the next twelve month period. The report shall include a proposed replacement product for any product that is manufacturer discontinued. Additionally, the quarterly report shall provide a summary, by Purchasing Group

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member, of the goods and services ordered, including the total value ordered during the quarter reported. Quarterly reports must be provided no later than thirty (30) days after the end of each quarter and shall include purchases that are invoiced or paid for with a credit card.

18. AUDIT RIGHTS: Contractor agrees to maintain records relating to performance and billing by Contractor under this Master Agreement for a period of four (4) years after final payment of any Purchase Order issued under this Master Agreement. During the period of time that Contractor is required to retain such records, the AOC or its representative may, during normal business hours, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices submitted hereunder.

19. TERMINATION:

(a) The AOC may terminate this Master Agreement without cause by providing Contractor with thirty (30) days prior written notice. A Customer may terminate any purchase order if Contractor is in breach of the terms of such purchase order, including this Master Agreement, and such breach is not cured within thirty (30) days of notice from such Customer.

(b) Contractor may terminate a purchase order, with respect to a Customer if such Customer fails to pay delinquent invoices due hereunder within thirty (30) days after receipt of written notice of delinquency, or if a Customer is delinquent in payment more than twice in any calendar year. Invoices are considered delinquent if payment is not received within forty-five (45) days of Customer's receipt of invoice.

(c) Contractor shall provide the AOC written notice of delinquency at the same time notice is given to the delinquent Customer.

(d) The AOC may terminate this Master Agreement for cause immediately.

(e) Each Customer's obligations under a purchase order are subject to the availability of funds authorized for the purchase. Expected or actual funding may be withdrawn, reduced, or limited prior to the fulfillment of the order. Upon written notice, a Customer may terminate a purchaser order, in whole or in part, without prejudice to any right or remedy of the Customer, for lack of appropriation of funds. Upon termination, the Customer will pay Contractor for the goods or services delivered or completed prior to the termination.

20. INDEMNITY: CONTRACTOR SHALL INDEMNIFY, DEFEND (WITH COUNSEL SATISFACTORY TO THE AOC) AND HOLD HARMLESS THE PURCHASING GROUP MEMBERS NAMED IN THIS MASTER AGREEMENT, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL LOSSES, COSTS (INCLUDING REASONABLE ATTORNEYS' FEES), LIABILITIES, DAMAGES, AND EXPENSES, INCLUDING INTEREST, PENALTIES AND SETTLEMENT AMOUNTS ENTERED INTO, IN EACH CASE WITH RESPECT TO ANY AND ALL THIRD PARTY CLAIMS CAUSED BY, ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION BY CONTRACTOR, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO THE WARRANTY OR OTHER OBLIGATIONS OF CONTRACTOR AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSE IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THIS INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

21. INFRINGEMENT INDEMNITY: Contractor shall indemnify, defend (with counsel satisfactory to the AOC) and hold the Purchasing Group members named in this Master Agreement and their respective officers, agents, and employees harmless from any and all losses, costs (including reasonable attorneys' fees), liabilities, damages and deficiencies, including interest, penalties and settlement amounts entered into, in each case, with respect to any and all third party claims which arise out of any claim of infringement, misappropriation or unauthorized use of any patent, trade secret, copyright, or trademark in connection with any goods or services furnished or provided by Contractor under this Master Agreement.

22. INSURANCE:

(a) General Insurance Requirements.

Contractor will obtain and maintain the minimum insurance set forth in subparagraph (b), below. By requiring such minimum insurance, the AOC will not be deemed or construed to have assessed the risks applicable to Contractor. Contractor will assess its own risks, and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. For full coverage, each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, when required, may be acceptable on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, for three years from the date of termination of the Master Agreement.

(b). Minimum Scope & Limits of Coverage. Contractor will maintain the following minimum coverages:

1. Workers' Compensation at statutory requirements of the state of residency.
2. Employers' Liability with minimum limits of \$1,000,000.00 for each accident.
3. Commercial General Liability Insurance with minimum limits of \$1,000,000.00 for each occurrence, Combined Single Bodily Injury and Property Damage and Personal Injury. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit.
4. Business Automobile Liability Insurance with minimum limits of \$1,000,000.00 for each occurrence, Combined Single Limit Bodily Injury and Property Damage, including owned and non-owned and hired automobile coverage, as applicable.
5. Excess coverage, at the same limits specified for Comprehensive General Liability: Contractual Liability, Independent Contractor, Broadform Property Damage, Personal Injury, Product, and Completed Operation coverage.

(c). Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the AOC. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to any member of the Purchasing Group and will be the sole responsibility of Contractor.

(d). Endorsements; Additional Insureds. The General Liability policy will contain, or be endorsed to contain, the following provisions:

1. Judicial Branch Entities, as defined in California Government Code section 900.3., including county law libraries, and their respective officers, officials, employees and agents will be covered as additional insureds for liability arising out of activities performed by, or on behalf of, Contractor;
2. To the extent of Contractor's negligence or misconduct, Contractor's insurance coverage will be primary insurance as respects a Judicial Branch Entity and/or a county law library, its officers, officials, employees and agents. Any insurance and/or self-insurance maintained by a Judicial Branch Entity and/or a county law library its officers, officials, employees or agents will not contribute with the insurance, or benefit Contractor in any way;
3. Contractor's insurance will apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability;
4. Contractor will provide the AOC with certificates of insurance satisfactory to the AOC, evidencing all required coverages before Contractor begins any work, and complete copies of each policy upon the AOC's request;
5. If at any time, the foregoing policies become unsatisfactory to the AOC, as to form or substance, or if a company issuing any such policy becomes unsatisfactory to the AOC, Contractor will, upon notice from the AOC, promptly obtain a new policy, and submit the same to the AOC, with the appropriate certificates and endorsements, for approval;
6. All of Contractor's policies will be endorsed to provide written notice to the AOC of cancellation, non-renewal, and reduction in coverage, within fifteen days, mailed to the AOC's representative for notices named in this Master Agreement. Such notice will reference the relevant project, and contract number.

(e). Waiver of Subrogation. Contractor and its insurance carrier waive any and all rights of subrogation against a Judicial Branch Entity and/or a county law library. This waiver will be reflected on the Certificate of

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Insurance, provided by Contractor. If Contractor fails to obtain the appropriate waivers of subrogation, additional insured status, or certificates of insurance from carrier, Contractor will indemnify the Judicial Branch Entity and/or a county law library from all costs and liability caused by Contractor's breach.

23. REPRESENTATIONS AND WARRANTIES. Contractor represents and warrants that:

- (a) Contractor shall observe and comply with all applicable federal, state, and local laws, rules, and regulations affecting goods and services under this Master Agreement.
- (b) During the performance of this Master Agreement, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age (over 40), sex, or sexual orientation. Contractor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and its subcontractors shall not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Contractor or its subcontractors interact in the performance of this Master Agreement. Contractor and its subcontractors shall take all reasonable steps to prevent harassment from occurring.
- (c) Contractor shall comply with applicable provisions of the Fair Employment and Housing Act, California Government Code, Sections 12900 et seq., and the applicable regulations promulgated under California Code of Regulations, Title 2, Sections 7285 et seq.
- (d) Contractor and any of its subcontractors shall give written notice of the above obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- (e) Contractor shall comply with applicable provisions of the Americans with Disabilities Act ("ADA") of 1990 (42 U.S.C. Sections 12101 et seq.), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.
- (f) No gratuities, in the form of entertainment, gifts, or otherwise, were offered by Contractor or any agent, director, or representative of Contractor, to any officer, official, agent, consultant, or employee of the AOC with a view toward securing this Master Agreement or securing favorable treatment with respect to any determinations concerning the performance of this Master Agreement. For breach or violation of this representation, the AOC has the right to terminate this Master Agreement for cause, either in whole or in part, and any loss or damage sustained by the AOC, or the Purchasing Group members named in this Master Agreement in procuring, on the open market, any items which Contractor agreed to supply, shall be borne and paid for by Contractor. The rights and remedies of the Purchasing Group provided for in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Master Agreement.

24. STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS: Contractor is an independent contractor and while performing work on or off the premises of the Purchasing Group members named in this Master Agreement neither it nor any of its agents or employees shall be considered agents or employees of such Purchasing Group members. Contractor shall not subcontract or delegate its obligations under this Master Agreement without the prior written consent of the AOC.

25. AGREEMENT ADMINISTRATION/COMMUNICATION

- (a) Under this Master Agreement, the AOC Contract Manager shall monitor and evaluate the Contractor's performance. The AOC Contract Manager for this Master Agreement is named below. All requests and communications concerning this Master Agreement shall be made through the AOC Contract Manager. Any notice from the Contractor to the AOC shall be in writing and shall be delivered as follows:

_____, Contract Manager
Judicial Council of California
Administrative Office of the Courts

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(b) Purchasing Party Contact: Each order will include a contact for the Customer placing the order. Contractor shall contact the individual named on the Purchase Order regarding questions on the order or payment status.

(c) Notice to Contractor shall be directed in writing to:

26. ASSIGNMENT: Neither party shall assign this Master Agreement, either in whole or in part, without the prior consent of the other party in the form of a written amendment signed by the AOC and Contractor. Such consent shall not be unreasonably withheld. However, the parties agree that in the event the AOC is required by law, statute, or regulation to assign this Master Agreement to another government entity for administrative or other purposes, Contractor's consent is not required. This Master Agreement shall be binding upon and inure to the benefit of successors and assigns of the parties.

27. GOVERNING LAW, VENUE: The formation, interpretation and performance of this Master Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provision. Venue for all litigation relative to the formation, interpretation and performance of this Master Agreement shall be in the City and County of San Francisco.

28. CONTRACT CONSTRUCTION: Headings or captions to the provisions of this Master Agreement are solely for the convenience of the parties, are not part of the Master Agreement, and shall not be used to interpret or determine the validity of this Master Agreement. Any ambiguity in this Master Agreement shall not be construed against the drafter, but rather the terms and provisions hereof shall be given a reasonable interpretation as if both parties had in fact drafted this Master Agreement.

29. SURVIVAL: Terms which shall survive any termination or expiration of this Master Agreement include, but are not limited to, Indemnity, Warranties, Infringement Protection, Audit Rights, and Assignment.

30. SIGNATURE AUTHORITY: The parties signing this Master Agreement certify that they have proper authorization to do so.

31. ENTIRE AGREEMENT: This Master Agreement constitutes the entire agreement and final understanding of the parties with respect to the subject matter hereof and supersedes and terminates any and all prior and/or contemporaneous negotiations, representations, understandings, discussions, offers, proposals, or agreements between the parties, whether written or oral, express or implied, relating in any way to the subject matter hereof.

END OF MASTER AGREEMENT TERMS AND CONDITIONS

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AOC Travel Rate Guidelines

The AOC's policy and limits on reimbursable travel-related expenses are listed below.

Lodging – Receipts are required and each day of lodging claimed must be listed separately. Maximum rates are listed below.

1. In-state - Actual costs are reimbursable up to a maximum of \$110 per day, plus tax and energy surcharge. Within the counties of Alameda, San Francisco, San Mateo, and Santa Clara, the maximum rate is \$140, plus tax and energy surcharge.
2. Out-of-state – Actual costs are reimbursable with appropriate prior approval.

Meals – Actual costs are reimbursable up to the limits stated below for continuous travel of more than 24 hours.

1. Breakfast – Up to \$6.
2. Lunch – Up to \$10.
3. Dinner – Up to \$18.

For continuous travel of less than 24 hours, actual expenses up to the above limits may be reimbursable if:

1. Travel begins one hour before normal work hours – Breakfast may be claimed.
2. Travel ends one hour after normal work hours – Dinner may be claimed.
Lunch may not be claimed on trips of less than 24 hours.

Incidental Expenses – Up to \$6 per day. Incidentals are not reimbursable for one-day trips; they may only be claimed after 24 hours.

Transportation – The actual cost of tickets for air, rail, bus, rental car, or other forms of public transportation is reimbursable. The lowest cost ticket available must be purchased. Receipts are required for rental cars and air travel. For ticketless travel, the traveler's itinerary may be submitted in lieu of a receipt.

1. The actual costs of cab fare, public parking, and tolls are reimbursable. Receipts are required for all expenses of \$3.50 or more.
2. Mileage – Personal vehicle mileage is reimbursable at a rate of \$.34 per mile

Other Business Expenses – Actual cost is reimbursable. Receipts are required for all other business expenses, regardless of the amount claimed.

Receipts for telephone or telegraph charges related to performance of services under an AOC contract of \$2.50 or less are not required. However, claims for phone calls must include the place and party called.

SCHEDULE 1 – DESCRIPTION OF PRODUCTS AND SERVICES

[Schedule 1 is part of the Master Agreement and will be developed based on vendor's proposal.]

SCHEDULE 2 – SUPPLEMENTAL TERMS AND CONDITIONS

[Schedule 2 includes negotiated terms and conditions applicable to vendor's maintenance services and will be included in the final Master Agreement. The RFP requires the vendor to submit their terms and conditions applicable to their maintenance services.]

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Attachment B
Purchasing Group Address List

ATTACHMENT B
PURCHASING GROUP ADDRESS LIST

(See separate PDF file for RFP posted on AOC website)

**ATTACHMENT C
VENDOR CERTIFICATION FORM**

I certify that neither _____ (Proposer) nor any of its proposed subcontractors are currently under suspension or debarment by any state or federal government agency, and that neither Proposer nor any of its proposed subcontractors are tax delinquent with the State of California. I have listed all contracts with government or commercial customers during the five years preceding submission of this proposal.

I acknowledge that if Proposer or any of its subcontractors subsequently are placed under suspension or debarment by a local, state or federal government entity, or if Proposer or any of its subcontractors subsequently become delinquent in California taxes, our proposal may be disqualified.

Signature

Printed Name

Title

Date

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Attachment C
Vendor Certification Form

VENDOR CERTIFICATION FORM (CONTINUED)

**List of all Contracts with Government or Commercial Customers
during the Five Years preceding Submission of this Proposal**

**ATTACHMENT D
PRICING SHEETS**

(See separate excel spreadsheets for RFP posted on AOC website. Note multiple spreadsheets within excel workbook)

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Attachment E
DVBE Participation Form

ATTACHMENT E
DVBE PARTICIPATION FORM

Proposer Name: _____

RFP Project Title: _____

RFP Number: _____

The State of California Executive Branch's goal of awarding of at least three percent (3%) of the total dollar contract amount to Disabled Veterans Business Enterprise (DVBE) has been achieved for this Project. *Check one:*

Yes _____ (*Complete Parts A & C only*)

No _____ (*Complete Parts B & C only*)

"Contractor's Tier" is referred to several times below; use the following definitions for tier:

0 = Prime or Joint Contractor;

1 = Prime subcontractor/supplier;

2 = Subcontractor/supplier of level 1 subcontractor/supplier

PART A – COMPLIANCE WITH DVBE GOALS

Fill out this Part ONLY if DVBE goal has been met; otherwise fill out Part B.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION
FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS
SOLICITATION.

PRIME CONTRACTOR

Company Name: _____

Nature of Work _____ Tier: _____

Percentage of Total Contract: DVBE _____ %

SUBCONTACTORS/SUBCONTRACTOR/PROPOSERS/SUPPLIERS

1. Company Name: _____

Nature of Work: _____ Tier: _____

Percentage of Total Contract DVBE _____ %

2. Company Name: _____

Nature of Work _____ Tier: _____

Percentage of Total Contract DVBE _____ %

3. Company Name: _____

Nature of Work _____ Tier: _____

Percentage of Total Contract DVBE _____ %

GRAND TOTAL: DVBE _____ %

PART B – ESTABLISHMENT OF GOOD FAITH EFFORT

Fill out this Part ONLY if DVBE goal will not be met but you have made a good faith effort to meet such goal.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS SOLICITATION.

1. List contacts made with personnel from state or federal agencies, and with personnel from DVBEs to identify DVBEs.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

2. List the names of DVBEs identified from contacts made with other state, federal, and local agencies.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

3. If an advertisement was published in trade papers and/or papers focusing on DVBEs, attach proof of publication.

<i>Publication</i>	<i>Date(s) Advertised</i>

4. Solicitations were submitted to potential DVBE contractors (list the company name, person contacted, and date) to be subcontractors. Solicitation must be job specific to plan and/or contract.

<i>Company</i>	<i>Person Contacted</i>	<i>Date Sent</i>

5. List the available DVBEs that were considered as subcontractors or suppliers or both. (*Complete each subject line.*)

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

Company Name:	
Contact Name & Title:	
Telephone Number:	
Nature of Work:	
Reason Why Rejected:	

PART C - CERTIFICATION (*to be completed by ALL Proposers*)

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this proposal as a Disabled Veterans Business Enterprise complies with the relevant definition set forth in section 1896.61 of Title 2, and section 999 of the Military and Veterans Code, California Code of Regulations. In making this certification, I am aware of section 10115 *et seq.* of the Public Contract Code that establishes the following penalties for State of California Contracts:

Penalties for a person guilty of a first offense are a misdemeanor, civil penalty of \$5,000, and suspension from contracting with the State of California for a period of not less than thirty (30) days nor more than one (1) year. Penalties for second and subsequent offenses are a misdemeanor, a civil penalty of \$20,000 and suspension from contracting with the State of California for up to three (3) years.

**IT IS MANDATORY THAT THE FOLLOWING BE COMPLETED ENTIRELY;
FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION.**

Firm Name of Proposer:	
Signature of Person Signing for Proposer	
Name (printed) of Person Signing for Proposer	
Title of Above-Named Person	
Date	

ATTACHMENT F

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM

(See separate PDF file for RFP posted on AOC website)