

Purchasing Department  
1255 Imperial Ave., Suite 1000  
San Diego, CA 92101  
619.231.1466



**Date:** [Date]  
**Attn:** ALL BIDDERS  
**Subject:** REQUEST FOR QUOTE (RFQ)  
[Project Name]

NOTE: This RFQ Template may only be used for Public Works projects UNDER \$25,000. If not federally funded, remove all language highlighted in pink. If Storm Water will be implicated, use Short Form Template

If there will be a specified period of performance instead of a fixed term, delete this sentence and add a row to the dates table below.

The San Diego Metropolitan Transit System (hereinafter referred to as "MTS"), a California public agency, is interested in receiving bids from qualified firms to provide [Project Name] per the attached minimum technical specifications/scope of work (Attachment A). The contract term shall be for a [base years] with [option years] exercisable at MTS's sole discretion.

This letter, together with its attachments shall comprise the RFQ. Bids received shall become the exclusive property of MTS and are subject to disclosure per the California Public Records Act.

## I. GENERAL INFORMATION

By submitting its bid, the Bidder certifies that:

- A. It has carefully examined the requirements, specifications, and all provisions relating to the goods/services to be furnished, and understands the meaning, intent, and requirements of and agrees to the same; and
- B. It will enter into a written contract/or Purchase Order (PO) and furnish the goods/services in the time specified and in strict conformity with the specifications shown herein for the price bid.
- C. The resultant PO will be subject to the provisions included in Attachment X. Please read these carefully.

Key Calendar dates:

EVENT	DATE
MTS Issues Request for Quote	
Site Visit/Walk-Thru (OPTIONAL)	
Deadline for Submitting (by email) Written Questions/ Clarifications	
MTS Issues Response to Written Questions/ Clarifications	
Bid Due Date	
Notice of Intent to Award	
Anticipated Contract Effective Date	
*NOTE: These dates are anticipated dates only and may be subject to change by MTS.	

This project will be awarded to the lowest, responsive, and responsible bidder determined by a comparison of the total bid amount. Bidder must not insist that MTS signs a separate agreement or request that MTS terms and conditions be revised or its bid may be deemed non-responsive.

MTS reserves the right to reject any bid, or parts thereof, or to reject any item or items therein, and to waive errors in technicalities, and to award one or more contracts, or a part of a contract, on the bids submitted, either by award of all or some items to one bidder, or by award of separate items or group of items to various bidders, as the best interests of MTS may dictate.



## **Site Visit/Walk Thru (OPTIONAL ~ include if applicable)**

A site visit/walk thru will be held at [location, address] on [date and time]. This meeting is not mandatory for submitting a bid, but it is highly recommended to ensure Bidders have a clear understanding of the minimum technical specifications/scope of work.

## **II. POINT OF CONTACT**

[Contract Officer's Name], is the sole point of contact for this RFQ. [Mr./Ms. C.O.'s last name] can be reached at 619-xxx-xxxx or via email at [email address]. Bidders are directed not to contact other MTS representatives or MTS Board members in connection with this RFQ. MTS reserves the right to reject bids from bidders violating this provision.

## **III. SUBMISSION OF BIDS**

Bids must be emailed to the Contract Officer no later than the date and time shown in Section I. In order to be considered responsive and to properly evaluate all bids, Bidders must submit all the required forms and other pertinent information stated herein. Failure to do so may deem your bid non-responsive.

Any questions concerning this RFQ must also be emailed by the date and time specified above.

MTS at its sole discretion reserves the right to award this contract in whole or in part, re-issue this request, reject any or all parts of the bid, postpone or cancel at any time, make exceptions to any of the specifications or bid requirements or waive any irregularities. There shall be no obligation for MTS to compensate bidders for any costs incurred in responding to this request.

## **IV. BID PRICING FORM**

Bidders shall use the attached Bid Form(s) (Attachment B). Bidders are required to submit a bid pricing for \_\_\_ years (base period and option). Bids shall be firm for a minimum of 120 days from bid due date.

## **V. PREVAILING WAGE**

Pursuant to section 1770, et seq. of the California Labor Code, the Contractor and all Subcontractors shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations and comply with all applicable Labor Code provisions, which include, but are not limited to the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors. MTS has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are on file and available at MTS's Administrative Office or may be obtained online at <http://www.dir.ca.gov>. Bidders are advised that a copy of these rates must be posted by the successful Bidder at the job site(s).

As the work involves federal funds, compliance with Davis-Bacon Fair Labor Standards Act is required and, the Contractor and all its subcontractors shall pay the higher of the state or federal prevailing wage rates.

## **VI. PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION**

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to enter into a contract to perform public work must be registered with the Department of Industrial Relations. Because the Work involves federal funds, the successful Bidder and its subcontractors shall be properly registered by the time the Contract is awarded. No contract will be entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a contract, the Bidder and its subcontractors, of any tier,

shall maintain active registration with the Department of Industrial Relations for the duration of the Project. Bidder shall sign and submit with its Bid the Public Works Contractor Registration Certification on the form provided in Attachment X, attesting to the facts contained therein. Failure to submit this form may render the Bid non-responsive. In addition, each Bidder shall provide the registration number for each listed subcontractor in the space provided in the Designation of Subcontractors Form, if Bidder and/or subcontractor(s) are registered at the time of bid submission.

## **VII. LABOR COMPLIANCE**

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its Bid.

## **VIII. CONTRACTOR LICENSE**

Each bidder shall be a licensed contractor pursuant to sections 7000 et seq. of the Business and Professions Code in the following classification(s): insert applicable license here for the duration of the Contract. Since the Project involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.

## **IX. SUBCONTRACTORS**

Bidder shall set forth the name, place of business, and contractor license number of each subcontractor who will perform work, labor, furnish materials or render services to the Bidder and each subcontractor licensed by the State of California who, under subcontract to Bidder, specially fabricates and installs a portion of the Work in an amount in excess of one half of one percent (0.5%) of the total bid price, and shall indicate the portion of the Work to be done by such subcontractor in accordance with Public Contract Code Section 4104.

## **X. RETENTION {\*\*\*Use Only if PW over \$5,000\*\*\*}:**

MTS shall hold retainage of 5% from the Prime Contractor until the project is satisfactorily completed. At the request and expense of the Contractor, MTS will substitute securities for the amount so retained in accordance with Cal. Pub. Cont. Code Section 22300.

## **XI. FEDERAL REQUIREMENTS (Use only if Federally Funded)**

This project is funded in whole or in part with Federal Transit Administration (FTA) funding, and the successful Bidder will be required to comply with all FTA requirements, as set forth in the Purchase Order (refer to sample Purchase Order attachment \_\_\_\_). This includes, but is not limited to, the Federal Equal Employment Opportunity Construction Contract Goals and Timetables for minority and female participation.

## **XII. ROADWAY WORKERS PROTECTION TRAINING ( Use only if Contractor working in MTS ROW)**

Prior to entering the MTS railroad operating corridor, all workers of Contractor, sub-Contractors, and any other third party contractor under Contractor's control working on MTS property shall have taken and passed a four (4) hour "Roadway Workers Protection" training course as required by the Federal Railroad Administration (FRA) California Public Utilities Commission (CPUC). Training courses are valid for one year from date issued. Contractor should allow at least two weeks to schedule training prior to commencement of services on the right of way (ROW). Registration for the course can be found online at: <http://www.sdmts.com/Business/RAILSAFETYTRAINING.htm>. Any costs related to RWP training courses shall be at the sole expense of the Contractor.

## **XIII. FLAGGING (Use only if Contractor working in MTS ROW)**

Any work within fifteen (15) feet of active rail, or as otherwise identified by MTS, shall require a MTS flagger. An MTS Flagger Request form must be submitted to [FlagRequest@sdmts.com](mailto:FlagRequest@sdmts.com) no later than 72 hours prior to the commencement of the work. The MTS Flagger Request shall include: the specific location, time(s) and date(s) for when a MTS flagger(s) will be necessary. The MTS Flagger will be provided at the expense of the party requesting the work. The requester will be responsible to contact SDTI Assignment Office at (619) 595-4956 no later than 24 hours prior to beginning of work for all cancellations and may be subject to SDTI labor reporting costs.

#### **XIV. SIGNALING (Use only if Contractor working in MTS ROW)**

Contractor shall be required identify railroad utilities prior to any prior to any excavation and/or digging within MTS's rail right-of-way. Contractor shall be responsible for coordinating with MTS personnel to ensure MTS personnel are present when marking out Trolley facilities/property. If Contractor does not have authorized personnel capable of identifying railroad utilities on the right of way (ROW), Contractor can contact Cable Pipe and Leak ("CPL"), at (619) 574-0171 to locate said utilities prior to excavation or digging. The utility mark-out will be provided at the expense of the Contractor.

#### **XV. ADDITIONAL REQUIREMENTS**

1. The successful Bidder will be subject to the provisions contained in the MTS P.O. (refer to sample as **Attachment \_\_\_\_\_**).
2. The successful Bidder must be able to comply with the minimum insurance requirements; and to timely provide a copy of its Certificate of Insurance (COI) as required in this RFQ.

MTS strongly encourages Bidders to register and become a vendor by visiting the MTS procurement website at [www.sdmts.com/Business/Procurement.asp](http://www.sdmts.com/Business/Procurement.asp). Once registered, Vendors can receive information about solicitations, addenda, submit a bid, and view and update vendor profile.

On behalf of MTS, I would like to thank you for your participation and look forward to receiving your bid.  
Sincerely,

[Contract Officer's Name]

[Title]

- Attachments:**
- A. Minimum Technical Specifications/Scope of Work (**Including invoicing information and RWP if applicable**)
  - B. MTS Bid Pricing Forms
  - C. Debarment and Suspension Form
  - D. DBE Program – Information for MTS's Bidder List
  - E. Equal Opportunity Program Workforce Report (EEO)
  - F. Designation of Subcontractors
  - G. Non-Collusion Declaration Form
  - H. Certification and Proof of Contractor and Subcontractor Registration on Public Work Projects
  - I. Bidder's Financial Questionnaire Form
  - J. **Standard** Prevailing Wage Purchase Order Terms and Conditions
  - K. "Sample" MTS COI
  - L. **Davis Bacon Prevailing Wage Print Out, if federal funds applicable**

L. Other

NOTE: Include  
invoicing  
information  
and RWP  
clauses, if  
applicable in  
the  
specs/scope)

#### ATTACHMENT A

[INSERT HERE - TECHNICAL SPECIFICATIONS / SCOPE OF WORK]

#### INVOICES

Invoices must be emailed to: [ap@sdmts.com](mailto:ap@sdmts.com). All invoices must reference the Purchase Order and/or Contract number and clearly displayed to ensure timely payment. MTS will not pay on packing slips, receiving documents, delivery documents, or other similar documents.

**ATTACHMENT B**

**[INSERT HERE - MTS BID PRICING FORMS HERE]**

**“SAMPLE” - BID FORM**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

RFQ: **[PROJECT DESCRIPTION]**

Bid Due Date: **[DUE DATE]**

Item	Description	Qty	Cost	Extended Price
1	Materials and Supplies (taxable)		\$	\$
2	Labor	_____ hrs.	\$ /hr.	\$
3	Bond Requirement(s)		\$	\$
Sub-total:				\$
CA Sales Tax 8.00% (item #1)				\$
<b>Grand Total (Basis of Award):</b>				<b>\$</b>

**BIDDER ACCEPTS RESPONSIBILITY FOR ACCURACY OF THE ABOVE NUMBERS**

Read attached Request for Quote (RFQ) carefully. They are a part of your proposal. Unit prices will prevail regardless of extensions submitted by the Proposer. Proposal must be firm and valid for a minimum of 90 days from proposal due date. The following Addenda have been noted and attached hereto:

**F.O.B. POINT:** San Diego Metropolitan Transit System  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490

FIRM/COMPANY NAME: \_\_\_\_\_

LEGAL STRUCTURE (Corp./Partner/Proprietor): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

PHONE/FAX NUMBERS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE SIGNATURE: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

**ATTACHMENT**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBLE AND VOLUNTARY  
EXCLUSIONS LOWER TIER COVERED TRANSACTIONS**

**CONTRACTOR AND SUBCONTRACTOR'S STATEMENT OF ELIGIBILITY**

(Provide one completed Form for the Prime Contractor and any Subcontractors)

MTS may not permit a contractor or subcontractor to bid on, be awarded, or perform work on a public works project if the contractor or subcontractor is ineligible to bid on, be awarded or perform work on a public works project pursuant to California Labor Code sections 1777.1 or 1777.7.

The prime/subcontractor certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.

**QUESTIONNAIRE**

Has the Contractor, or any officer, principal, affiliates or employee of the Contractor ever been debarred, suspended, proposed for debarment, declared ineligible or otherwise prevented from bidding on, or completing a federal, state, or local government project?

YES ☐ NO ☐

If the answer is yes, or where the prime/subcontractor is unable to certify any of the statements in the above certifications, such prime/subcontractor shall attach an explanation (i.e. date, background, resolution) with this form.

**Note:** Failure to provide this form at the time of bid/proposal will not result in a finding of a non-responsive bid/proposal. Submittal of this form for The Prime Contractor and all Subcontractors is required for a Bidder to be deemed "Responsible." MTS encourages Bidders to complete and submit all forms at the time of bid/proposal.

**Prime Contractor:**

**Subcontractor (if more than one, use additional  
pages):**

Business Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

License No. (if applicable) \_\_\_\_\_

License No. (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Certifying Official

\_\_\_\_\_  
Name and Title of Certifying Official

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**



## **DBE PROGRAM - INFORMATION FOR MTS'S BIDDER LIST**

Per U.S. Department of Transportation's (DOT's) DBE Regulation 49 CFR 26.11, MTS must obtain the following information about contractors and subcontractors whom bid on MTS's federally assisted contracts: company name; company address; company's status as a DBE or non-DBE; age of firm; and the annual gross receipts of the company. This information will be maintained in MTS's bidder list. The purpose for maintaining a bidder list is to derive data on the relative availability of DBEs in the local market. MTS may use this data in the future to help set MTS's overall DBE participation goals on federally assisted contracts. It is also MTS Policy to require this information on its locally assisted contracts as MTS reports local DBE participation to its Board of Directors.

INSTRUCTIONS: Each prime contractor and each subcontractor bidding on a MTS contract is **required** to complete this form as part of their bid proposal. **Photocopy this form if needed for additional subcontractors.**

1) What is your company's name?

\_\_\_\_\_

2) What is your company's address?

\_\_\_\_\_

\_\_\_\_\_

3) What type of work does your company perform (list NAICS Codes if known)?

\_\_\_\_\_

\_\_\_\_\_

4) Is your company a certified DBE, MBE, WBE, DVBE, SB or MB? If yes, please check the applicable box and state the corresponding certification number.

☐ DBE \_\_\_\_ ☐ MBE \_\_\_\_ ☐ WBE \_\_\_\_ ☐ DVBE \_\_\_\_ ☐ SB \_\_\_\_ ☐ LGBT \_\_\_\_

5) How many years has your company been in business? \_\_\_\_\_ years

6) What are the annual gross receipts of your company (please check the applicable bracket)?

_____ Less than \$1,000,000	_____ \$23,980,001 – \$50,000,000
_____ \$1,000,001 – \$15,000,000	_____ \$50,000,001 - \$100,000,000
_____ \$15,000,001 - \$23,980,000*	_____ Greater than \$100,000,000

\*The DOT annually decides the amount of average annual gross receipts a firm must have to be eligible to become a DBE. Currently, if your company in the previous 3 fiscal years has had average annual gross receipts below \$23,980,000, your company may be eligible for DBE Certification.\*

7) Do you want MTS to \_\_\_\_\_ become DBE certified?

☐ YES ☐ NO

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

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

**ATTACHMENT \_\_\_\_**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**EQUAL OPPORTUNITY PROGRAM**

**WORKFORCE REPORT**

**(Include? MTS Board)**

Metropolitan Transit System (MTS) enforces an Equal Opportunity (EEO) program established under MTS policies and procedures No. 25. This program prohibits discrimination in employment and requires MTS Contractors to be equal opportunity employers. You may submit a copy of the Employer Information Report, EEO-1, in lieu of this form.

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM:**

- A. Name of Company: \_\_\_\_\_
- B. AKA/DBA: \_\_\_\_\_  
\_\_\_\_\_
- C. Address of Establishment Located in San Diego County (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. If there is no office in San Diego County, or if there are less than fifteen (15) employees in that office, include an address for your regional office that will oversee the work under MTS' contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- | City | County | State | Zip Code |
|------|--------|-------|----------|
|      |        |       |          |
- E. Employment Data - Include the employees located in San Diego County only, unless your firm employs fewer than fifteen (15) people locally. In the event, you should list the workforce of the regional office that will oversee the work under MTS' contract. Report all permanent full-time and part-time employees including apprentices and on-the-job trainees. Blank spaces will be considered as zeros.

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

OCCUPATIONAL CATEGORY	African American		Hispanic		Asian or Pacific Islander		Native American		Other		Overall Total	
	M	F	M	F	M	F	M	F	M	F	M	F
Executive/Managerial												
Engineers/Architects/ Surveyors												
Professionals (N.E.C.)												
Technicians												
Sales												
Administrative Support												
Protective Services												
Services (N.E.C.)												
Craft Workers (Skilled)												
Machine Operators, Assemblers & Inspectors												
Transportation and Material Moving												
Laborers (Unskilled)												
<b>TOTALS</b> FOR EACH COLUMN												

**Indicate by gender and ethnic code the number of the above workforce, which are persons with disabilities:**

DISABLED												
----------	--	--	--	--	--	--	--	--	--	--	--	--

F. The undersigned hereby certifies that the foregoing data contained herein is true and correct:

\_\_\_\_\_  
Authorized Signature                      Name of Signee                      Title                      Date

G. Name, Address and Phone Number of Person to Contact Regarding this Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**METROPOLITAN TRANSIT SYSTEM**  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

## **ETHNIC IDENTIFICATION:**

**African American:** (NOT OF HISPANIC ORIGIN): All persons having origins in any of the black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area, includes, China, Japan, Korea, the Philippine Islands, and Samoa.

**Native American:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition

**Other:** Caucasian and others not falling into one of the designated categories.

## **DISABLED DEFINITION**

Any person who 1) has a physical or mental condition which limits one or more of such person's major life activities, 2) has a history of such a condition, or 3) is regarded as having such a condition. For purposes of this definition, "major life activity" means any mental or physical function or activity, which if impaired, creates a substantial barrier to employment.

### **Executive/Managerial**

Executive, Management Related

### **Engineers/Architects/Surveyors**

### **Professionals (N.E.C.)\***

Mathematical and Computer Scientists

Natural Scientists

Health Diagnosing

Health Assessment and Treating

Teachers, Postsecondary

Teachers, except Postsecondary

Counselors, Educational and Vocational

Librarians, Archivists, Curators

Social Scientists and Urban Planners

Social, Recreation and Religious Workers

Lawyers and Judges

Writers, Artists Entertainers & Athletes

### **Technicians**

Health Technologists and Technicians

Engineering and Related Technologists and Technicians

Science Technicians

Technicians, Except Health, Engineering, and Service

### **Sales**

Supervisors and Proprietors

Sales Representatives, Finance, and Business Services

Sales Representatives, Commodities except Retail

Sales Workers, Retail, and Personal Services

Other Sales Related

### **Administrative Support**

Supervisors of Administrative Support

Computer Equipment Operators

Secretaries, Stenographers, Typists

Information Clerks

Records Processing, Except Financial

Financial Records Processing

Duplicating and Other Office Machine Operators

Communications Equipment Operators

Mail and Message Distributing

Material Recording and Distributing Clerks

Adjusters and Investigators

Other Office/Clerical

\*N.E.C.: Not Elsewhere Classified

### **Protective Services**

Supervisors of Protective Services

Firefighting and Fire Prevention

Police and Detectives

Guards & Other Protective Services

### **Services (N.E.C.)\***

Private Households

Food Preparation and Services

Health Services

Cleaning and Building Services

Personal Services

### **Craft Workers (Skilled)**

Supervisors of Mechanics and Repairers

Vehicle and Mobile Equipment Mechanics and Repairers

Heating, Air Conditioning, Refrigeration, Mechanics

Other Mechanics and Repairers

Supervisors of Construction Trades

Construction Trades, Except Supervisors

Extractive Occupations

Precision Production Occupations

Machine Operators, Assemblers & Inspectors

Metalworking and Plastic Working Machine Operator

Metal and Plastic Processing Machine Operators

Woodworking Machine Operators

Printing Machine operators

Textile, Apparel, and furnishing Machine Operators

Machine Operators, Assorted Materials

Fabricators, Assembler and Hand Working Occupations

Production Inspector, Tester, Sampler, Weigher

Transportation and Material Moving

Motor Vehicle Operators

Rail Transportation Occupations

Water Transportation Occupations

Material Moving Equipment Operators

Laborers (Unskilled)

Handlers

Equipment Cleaners

Helpers & Laborers

## **I**

**ATTACHMENT \_\_\_\_**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
DESIGNATION OF SUBCONTRACTORS**

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, sections 4100 et seq., each bidder shall set forth below: (a) the name and the location of the place of business and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price. No additional time shall be granted to provide the below requested information.

If no subcontractor is specified, for a portion of the work, or if more than one subcontractor is specified for the same portion of Work, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

<b>Subcontractor Name</b>	<b>Prime's Subs All Tiers</b>	<b>% of Work</b>	<b>Description of Work</b>	<b>Location of Business</b>	<b>CSLB License Number</b>	<b>DIR Registration Number</b>	<b>DBE, WBE, MBE, DVBE, SB, LGBT</b>

Name of Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

Dated \_\_\_\_\_

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR**



**ATTACHMENT**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**NONCOLLUSION DECLARATION**

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

(23 U.S.C. § 112(c) and California Public Contract Code § 7106)

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from bidding. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of the proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_(date), at \_\_\_\_\_(city), \_\_\_\_\_(state).

**Name of Contractor:** \_\_\_\_\_

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(SIGN HERE)

KLANDERS  
3/15/12

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

NOTE: This form is mandatory for all Prevailing Wage projects (POs/Contracts)

**ATTACHMENT \_\_\_\_**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION FORM**

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. See <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for additional information.

No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a contractor with the Department of Industrial Relations.

Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the project.
2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.
3. Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

**Prime Contractor**

Business Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Name and Title of Certifying Official:  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

**ATTACHMENT**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**[PROJECT NAME]**

**BIDDER'S FINANCIAL QUESTIONNAIRE FORM**

1. Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Information: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
2. Provide client names and addresses (with contacts, phone numbers, & email) for which Bidder has performed similar work within the past five years:  
  
Reference 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Reference 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Reference 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
3. Name your principal financial institution for financial responsibility reference.  
  
Name of Bank: \_\_\_\_\_  
  
Street Address: \_\_\_\_\_  
  
City and State: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
  
Officer Familiar with Proposer's Account: \_\_\_\_\_
4. Bidder's Business License No. \_\_\_\_\_  
  
Original Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_  
  
Bidder's DUNS No. \_\_\_\_\_ Expiration Date \_\_\_\_\_  
  
Bidder's System for Award Management (SAM) No. \_\_\_\_\_ Expiration Date \_\_\_\_\_





5. The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows:

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6. All current and prior DBAs, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

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7. Has Proposer ever failed to complete any work awarded to it? If so, when, where, and why?

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8. Corporation organized under the laws of the State of \_\_\_\_\_

\_\_\_\_\_  
Official, legal name of proposing firm or individual (Type or Print)

**Note:** The above representations regarding the Proposer's license are made under penalty of perjury.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name and Title

**RETURN THIS FORM WITH YOUR BID  
RETAIN OTHER PAGES FOR YOUR RECORDS**

# ATTACHMENT

## SAMPLE MTS CERTIFICATE OF INSURANCE (COI)

Client#: 5387		SDMETROPTRA1			
<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YYYY) Current		
PRODUCER Name Address Address Continued Phone Number		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Contract Holder Name Address Address Continued Phone Number		INSURERS AFFORDING COVERAGE INSURER A: <b>GL Insurance Company</b> INSURER B: <b>AL Insurance Company</b> INSURER C: <b>WC Insurance Company</b> INSURER D: <b>PL Insurance Company</b> INSURER E:	NAIC # 00000 00000 00000 00000		
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Sample 00123	11/01/2007	11/01/2008	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Sample 00456	11/01/2007	11/01/2008	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Sample 00789	11/01/2007	11/01/2008	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	OTHER Professional Liability	Sample 12345	11/01/2007	11/01/2008	2,000,000 Limit Replacement Cost
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Re: Contract Number(s) : With respect to General L Transit System (MTS), San Diego Trolley Inc (SDTI), San Diego and Arizona Eastern Railway (SD&AE), San Diego and Imperial Valley Railroad (SD&IV) and San Diego Transit Corporation (See Attached Descriptions)					
<b>CERTIFICATE HOLDER</b> Metropolitan Transit System 1255 Imperial Avenue, Suite 1000 San Diego, CA 92101-7490			<b>CANCELLATION Ten Day Notice for Non-Payment of Premium</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <b>Signature Required</b>		

POLICY NUMBER: Sample 00123

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES or  
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

San Diego Metropolitan Transit System (MTS), San Diego Trolley Inc (SDTI),  
San Diego and Arizona Eastern Railway (SD&AE), San Diego and Imperial Valley Railroad (SD&IV) and  
San Diego Transit Corporation (SDTC), their directors, officers, agents, and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

Re: Contract Number(s)

PRIMARY INSURANCE:

IT IS UNDERSTOOD AND AGREED THAT THIS INSURANCE IS PRIMARY  
AND ANY OTHER INSURANCE MAINTAINED BY THE ADDITIONAL INSURED  
SHALL BE EXCESS ONLY AND NOT CONTRIBUTING WITH THIS  
INSURANCE.

CG 20 10 11 85

**ATTACHMENT \_\_\_\_**

**[INSERT HERE - Other applicable/necessary docs (i.e drawings, pictures, etc.)]**