

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

REQUEST FOR QUALIFICATIONS: U10-01

PBX Contractors – District-Wide

RFQ Due:

July 01, 2010 at 2:00 P.M.



**Return Bids To:
District Office
Facilities Planning & Management Department
5020 Franklin Drive
Pleasanton, California 94588**

**Tel.: (925) 485-5287
Fax: (925) 485-5294**

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NOTICE CALLING FOR REQUEST FOR QUALIFICATIONS

California Uniform Public Construction Cost Accounting Act

DISTRICT	CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
PROJECT DESCRIPTION	PBX CONTRACTOR, DISTRICT-WIDE
LATEST TIME/DATE FOR SUBMISSION OF BID PROPOSALS	THURSDAY, JULY 01, 2010 by 2:00 P.M.
LOCATION FOR SUBMISSION OF BID PROPOSALS	District Office 5020 Franklin Drive Pleasanton, California 94588
LOCATION FOR OBTAINING INFORMAL BID DOCUMENTS	Facilities Website: http://www.clpccd.org/bond/BiddingProjectBusinessOpportunitiesRFPandServices.p p

NOTICE IS HEREBY GIVEN that Chabot-Las Positas Community College District, State of California, hereby calls for **Request of Qualifications – PBX Contractors, RFQ No. U10-01**, PBX telephone system upgrade to AVAYA S8800 system, including hardware, software and implementation for Building 1400/1600 project estimated at \$300,000.00, to be delivered to the Contract Manager, Facilities Planning & Management Department, 5020 Franklin Drive, Pleasanton, California 94588 until **Thursday, July 01, 2010 by 2:00 p.m.** at which time and place said qualifications will be opened and reviewed for a qualified contractor's list.

Qualification packets are on file with the Contract Manager, Facilities Planning & Management Department and at the District's Facilities website address:
<http://www.clpccd.org/bond/BiddingProjectBusinessOpportunitiesRFPandServices.php>

Inquiries regarding this qualification packets should be directed to office of the Contract Manager, Facilities Planning & Management, Victoria L. Lamica, Contract Manager, by e-mail to vlamica@clpccd.org Reference RFQ No. U10-01 on all inquiries.

INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

California Uniform Public Construction Cost Accounting Act

NOTICE IS HEREBY GIVEN that pursuant to Article 3. Public Projects: Alternative Procedures established under California Public Contract Code §§ 22030 et seq. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (“District”), acting by and through its Board of Trustees, will receive up to, but not later than the above-stated date and time, Pre-Qualification Application Form for the Contract for the Work generally described as **PBX Contractors, RFQ No. U10-01**.

1. **Documents Accompanying Pre-Qualification Application Form.** Each Pre-Qualification Application Form shall be accompanied by: (a) Non-Collusion Affidavit; (b) Certificate of Workers’ Compensation; (c) and (c) Drug-Free Workplace Certification. Failure of a Contractor to submit each of the foregoing completed and executed as required, will result in rejection of such Contractor as a Pre-Qualified Certified Contractor.
 - 1.1. **Pre-Qualification Application Form.** Each Contractor shall complete, execute and submit with its Pre-Qualification Application form included herewith. The District expressly reserves the right to verify information provided by the Contractor in its Pre-Qualification Application. If in the reasonable determination of the District, material adverse changes have occurred to the information provided by a Contractor in its Pre-Qualification Application, the District may reject the Contractor as a Pre-Qualified Certified Contractor. The District may reject the application by disqualifying or excluding a Contractor if deemed that the qualifications lack the skills, credentials or experience to perform the work.
 - 1.2. **Non-Collusion Affidavit.** The form of Non-Collusion Affidavit included in the RFQ Documents must be completed and duly executed on behalf of the Contractor; failure of the Contractor to submit a completed and executed Non-Collusion Affidavit with its RFQ will render the Pre-Qualification Application Form non-responsive.
 - 1.3. **Workers’ Compensation Insurance.** Pursuant to California Labor Code §3700, the Contractor shall secure Workers’ Compensation Insurance for its employees engaged in the Work of the Contract. The successful Contractor shall sign and deliver to the District the form of Workers Compensation Insurance included with the Pre-Qualification Application Form Documents.
 - 1.4. **Drug Free Workplace Certificate.** In accordance with California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990, the Contractor will be required to execute a Drug Free Workplace Certificate concurrently with the submittal of the Pre-Qualification Application Form. The Contractor will be required to implement and take the affirmative measures outlined in the Drug Free Workplace Certificate and in California Government Code §§8350 et seq. Failure of the Contractor to comply with the measures outlined in the Drug Free Workplace Certificate and in California Government Code §§8350 et seq. may result in penalties, including without limitation, the termination of the Qualification.
2. **Compliance with Immigration Reform and Control Act of 1986.** The Contractor is solely and exclusively responsible for employment of individuals for the Work of the Contract in conformity with the Immigration Reform and Control Act of 1986, 8 USC §§101 et seq. (the “IRCA”); the

successful Contractor shall also require that any person or entity employing labor in connection with any of the Work of the Contract shall so similarly comply with the IRCA.

3. **Anti-Discrimination.** It is the policy of the District that there is no discrimination against any prospective or active employee engaged in the Work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. Contractor agree to comply with the District's anti-discrimination policy and all applicable Federal and California anti-discrimination laws including but not limited to the California Fair Employment & Housing Act beginning with California Government Code §§12940 et seq. and California Labor Code §1735. In addition, Contractor agrees to require like compliance by any Subcontractor employed by them on the Work of the Contract.

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NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA
COUNTY OF _____

I, _____, being first duly sworn, deposes and says
 (Typed or Printed Name)

that I am the _____ of _____,
 (Title) (Bidder Name)

the party submitting the foregoing Bid Proposal ("the Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this ____ day of _____, 2010 at _____.
 (City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 Signature

 (Address)

 Name Printed or Typed

 (City, County and State)

(_____) _____
 (Area Code and Telephone Number)

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PRE-QUALIFICATION APPLICATION

Bidder's Organization

- 1.1 Form of entity of Bidder, i.e., corporation, partnership, etc. _____
- 1.1.1 If a corporation, state the following:
State of incorporation: _____
Date of incorporation: _____
President/Chief Executive Officer: _____
Secretary: _____
Treasurer/Chief Financial Officer: _____
- 1.1.2 If a partnership, state the following:
Type of partnership, i.e., general partnership, limited partnership: _____

Names of all general partners, if any of the general partners are not natural persons, provide the information for each such general partner requested by Paragraphs 1.1.1, 1.1.2 and 1.1.4 as appropriate: _____

- 1.1.3 If a proprietorship, state the names of all proprietors: _____

- 1.1.4 If a joint venture, state the following
Date of organization: _____
Names of all joint venture members. For each member of the joint venture, provide the information requested by Paragraphs 1.1.1, 1.1.2 and 1.1.3 for each joint venture member, as applicable: _____

- 1.2 Number of years your organization has been in business as a contractor: _____
- 1.3 Number of years your organization has conducted business under its present name: _____
- 1.4 If your organization has conducted business under a name or name style different than your organization's present name, identify all prior name(s) or name style(s): _____

- 1.5 Your organization's Federal Tax Identification Number: _____

Licensing

- 1.6 California Contractors License: Number: _____
 Expiration Date: _____
 Responsible Managing Employee/Officer: _____
 License Classification(s): _____
- 1.7 Has a claim or other demand ever been made against your organization's California Contractors License Bond? _____ Yes _____ No
 If yes, on a separate attachment, state the following: (i) the name, address and telephone number of each person or entity making claim or demand; (ii) the date of each claim or demand; (iii) the circumstances giving rise to each such claim or demand; and (iv) the disposition of each such claim or demand.
- 1.8 Has a complaint ever been filed against your organization's California Contractors License with the California Contractors State License Board? _____ Yes _____ No
 If yes, on a separate attachment, state the following for each complaint: (i) the name, address and telephone number of each person or entity making the complaint; (ii) the date of each complaint; (iii) the circumstances giving rise to each such complaint; and (iv) the disposition of each such complaint, including without limitation, any disciplinary or other action imposed or taken by the California Contractors State License Board as a result of any such complaint.

Experience

- 1.9 Categories of work (other than management/supervision) your organization typically performs with your own forces _____

- 1.10 On a separate attachment, list all construction project completed by your organization in the past two (2) years and for each project identified, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, name of the project owner's representative and the address and telephone number of the owner and the project owner's representative; and (iv) the project architect's name, address, telephone number and contact person.
- 1.11 On a separate attachment, list all construction project your organization has in progress and for each project listed, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, name of the project owner's representative and the address and telephone number of the project owner and the project owner's representative; (iv) the project architect's name, address, telephone number and contact person; (v) percent presently complete; and (vi) the current scheduled completion date.

Performance History

- 1.12 Claims and lawsuits (if you answer yes to any of the following, you must attach details).
 - 1.12.1 Have any lawsuits or other administrative, legal, arbitration or other proceedings, ever been brought or commenced against your organization or any of its principals, officers or equity owners in connection with any construction contract or construction project? _____ Yes _____ No
 If so, describe the circumstances, the amount demanded or other relief demand and the disposition of each such lawsuit or other proceeding.

- 1.12.2 Has your organization ever filed a lawsuit or commenced other administrative, legal or other proceedings in connection with any construction contract or construction project? Yes No
 If so, describe the circumstances, the amount demanded or other relief demand and the disposition of each such lawsuit or other proceeding.
- 1.12.3 Are there any judgments, orders, decrees or arbitration awards pending, outstanding against your organization or any of the officers, directors, employees or principals of your organization? Yes No
 If so, describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.
- 1.13 Has your organization ever refused to sign a construction contract awarded to it?
 Yes No
 If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.
- 1.14 Has your organization ever failed to complete a construction contract? Yes No
 If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your failure to complete such contract.
- 1.15 Has your organization ever been declared in default of a construction contract?
 Yes No
 If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of each such declaration of default.
- 1.16 Has any construction contract to which your organization is a party been terminated for the convenience of the project owner? Yes No
 If so, identify the project and project owner along with a description of the circumstances under which the convenience termination occurred.
- 1.17 Has a claim or other demand ever been asserted against any Bid Bond, Performance Bond, or Payment Bond posted by your organization in connection with any construction contract or your submittal of a bid proposal for a construction contract?
 Yes No
 If so, on a separate attachment, state the following: (i) the name, address, telephone number and contact person for each claimant; (ii) the date upon which each such demand or claim was made; and (iii) the disposition of each such demand or claim.
- 1.18 Has your organization or any predecessor to your organization been charged with a violation of the California False Claims Act or similar federal statute within the past ten (10) years?
 Yes No
 If yes, on a separate attachment, provide the following: (i) a detailed description of the circumstances upon which charges were based; (ii) the public agency involved, including name, address, telephone and email address of contact person(s) at such public agency; and (iii) disposition of such charges.
- 1.19 Has any individual or entity who owns ten percent (10%) or more of the equity interest of your organization been an equity owner of ten percent (10%) or more of the equity interest of any other entity or organization, within the past ten (10) years, which has been charged with a violation of the California False Claims Act or similar federal statute within the past ten (10) years?

_____ Yes _____ No

If yes, on a separate attachment, provide the following: (i) the name(s) of each such other entity or organization; (ii) a detailed description of the circumstances upon which charges were based; (iii) the public agency involved, including name, address, telephone and email address of contact person(s) at such public agency; and (iv) disposition of such charges.

- 1.20 Has any individual or entity who owns ten percent (10%) or more of the equity interest of your organization been charged with a violation of the California False Claims Act or similar federal statute within the past ten (10) years?

_____ Yes _____ No

If yes, on a separate attachment, provide the following: (i) the name of such individual(s) or entity(ies); (ii) a detailed description of the circumstances upon which charges were based; (iii) the public agency involved, including name, address, telephone and email address of contact person(s) at such public agency; and (iv) disposition of such charges.

References

(Include name, contact person, telephone/fax/e-mail and address for each reference provided):

- 1.21 Trade References (three (3) minimum)

- 1.22 Bank References

- 1.23 Public Works Inspectors of Record (K-12 or community college project)

- 1.24 Owner references (three (3) minimum, preferably California K-12 school districts and/or California Community College Districts)

Accuracy and Authority

The undersigned is duly authorized to execute this Statement of Bidders Qualifications under penalty of perjury on behalf of the Bidder. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Statement of Bidder's Qualifications and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Statement of Bidder's Qualifications.

The undersigned declares and certifies that the responses to this Statement of Bidder's Qualifications are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses.

Executed this ___ day of _____ 2010 at _____
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

(Signature)

(Typed or written name)

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WORKERS COMPENSATION CERTIFICATE

PROJECT: PBX Contractors, RFQ No. U10-01

I, _____ the _____ of
(Name) (Title)

_____, declare, state and certify that:
(Contractor Name)

1. I am aware that California Labor Code §3700(a) and (b) provides:

“Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.”

2. I am aware that the provisions of California Labor Code §3700 require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this Contract.

(Contractor Name)

By: _____
(Signature)

(Typed or printed name)

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DRUG-FREE WORKPLACE CERTIFICATION

I, _____, am the _____ of
(Print Name) (Title)

_____. I declare, state and certify to all of the following:
(Contractor Name).

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Contractor that a drug free workplace will be provided by Contractor by doing all of the following:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
 - B. Establishing a drug-free awareness program to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace;
 - ii. Contractor's policy of maintaining a drug-free workplace;
 - iii. The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations;
 - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Contractor in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
 - D. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
3. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §§8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
4. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at _____ this ____ day of _____, 2010
(City and State)

(Signature)

(Handwritten or Typed Name)

CONTRACTOR QUALIFICATIONS FOR CHABOT COLLEGE PBX UPGRADE

Chabot College uses a hybrid telephone system based on an Avaya S8300 and a Fujitsu F9600XL linked with proprietary FIPN interoperability software. A remote Fujitsu F9600 ES located in the 1400 Building is cascaded to the F9600XL. Chabot College will be eliminating the Fujitsu F9600 ES located in the 1400 Building on the Chabot College campus.

Chabot College seeks contractors who are qualified to:

- Perform a systems upgrade from the AVAYA S8300 system to the AVAYA S8800 system.
- Program, add and install new Avaya gateways, software licenses, digital phones, analog station ports and one by PRI to the PSTN.
- Deprogram the database of the F9600XL to delete the old F9600 extensions and program the S8800 to recognize the new Avaya extensions within the dial plan.
- Decommission, disassemble and remove the existing Fujitsu F9600 in building 1400.
- Provide all new hardware, software and licenses.
- Provide one year warranty and support.
- Provide system manager training on the new environment.

The contractor must possess the following training and experience:

Fujitsu Experience: Five years demonstrated experience in the:

- a. Configuration, installation and maintenance of Fujitsu telephone systems, voicemail and analog/digital telephone sets.
- b. Availability of parts replacement for the Fujitsu equipment at Chabot College and/or CLPCCD District office.
- c. Fujitsu-trained support staff.
- d. Maintenance of Fujitsu-Avaya integration and migration of Fujitsu to Avaya.
- e. Three years experience in Front-ending a Fujitsu F9600 using FIPN.

Avaya Experience: Five years demonstrated experience in the:

- a. Configuration, installation and maintenance of Avaya telephone systems, voicemail and analog/digital telephone sets.
- b. Avaya Platinum Business partner credentials.
- c. Availability of parts replacement for the Avaya equipment.
- d. Avaya-trained support staff.
- e. Scheduling and execution of customer training for new set and voicemail support.
- f. Documentation of new telephone systems, pairs assignments, as-built assignments.

Project Management Experience: Five year demonstrated experience in the:

- a. Coordination and execution of phone migrations and upgrades in the community college environment.
- b. Planning, scheduling and migration of new telephone equipment supporting the deployment of 500+ telephone sets.
- c. Execution of nighttime or weekend cutovers.
- d. Coordination with customer staff for migration, training and post-installation cut coverage.

Additional Requirements:

- a. Three current reference sites with Avaya-Fujitsu hybrid environment, comparable in size to Chabot College
- b. Staff at least 5 actively employed Fujitsu & Avaya Certified technicians.