



Housing Authority of the
County of San Bernardino
Building Opportunities Together

REQUEST FOR PROPOSAL – PC1471

VIDEO SURVEILLANCE AND EQUIPMENT MAINTENANCE SERVICES

I. INTRODUCTION

As the largest provider of affordable housing in San Bernardino County, the Housing Authority of the County of San Bernardino (HACSB) proudly assists more than 27,800 people, most of whom are seniors, individuals with disabilities, veterans, and children. Our core work is to administer rental assistance programs to prevent homelessness among low-income households. Since 1941, we have helped low-income families attain safe and stable housing through a variety of rental assistance programs funded by the U.S. Department of Housing and Urban Development (HUD). More than 11,000 families are served through housing assistance payments made to landlords on behalf of the families or resided in units owned and managed by HACSB. Our largest program, the Housing Choice Voucher program, is America's largest homelessness prevention program. The affordable rental housing programs we administer provide a critical safety net for households in San Bernardino County, where it takes nearly twice the minimum wage to afford a median-priced one-bedroom apartment.

Attaining stable housing is only one step on the path to self-sufficiency. HACSB builds strong partnerships within San Bernardino County to help support our customers' needs beyond housing. The services and opportunities our partnerships bring create meaningful differences in the lives of families we serve, maximizing our resources and impact by mobilizing the talents of our community partners.

In 2008, Congress designated HACSB as a Moving to Work (MTW) public housing agency. MTW is a national demonstration program for housing authorities created by Congress in 1996. Contrary to its name, the Moving to Work demonstration is not a work requirement program. Instead, the intent of the MTW demonstration is to provide policy and regulatory flexibility to housing agencies to design and test affordable housing strategies and related policies. This designation allows HACSB to waive some HUD requirements to target the statutory objectives of the MTW Demonstration: help clients achieve economic independence, ensure freedom of housing choice, and save taxpayer dollars through efficient work.

The demand for affordable housing continues to increase, and the limited affordable housing supply is not enough to house the thousands of families in need. Over the years we have expanded our housing stock to help meet the county's growing needs through acquisition, development, and redevelopment/expansion of our properties. HACSB owns and manages a large portfolio of affordable rental communities that are not federally funded. These properties are typically leased at amounts below market rents, bringing additional affordable housing opportunities to our communities in addition to the traditional rental assistance programs we administer.

HACSB has a governing Board of Commissioners (Board), which are appointed by San Bernardino County Board of Supervisors and is responsible for approving HACSB policies and providing strategic direction. The Board consists of seven volunteers, of which two seats are reserved for residents or participants of HACSB affordable housing programs. These individuals generously give their time in support of HACSB's mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

An Executive Director appointed by the Board is responsible for managing the daily operations of the agency and overseeing a staff of approximately 160 employees. Annual budget for the Authority is approximately \$260 million.

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

II. PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to the HACSB as identified in the “Scope of Work” of this request.

A. Contact Information

This RFP is being issued, as will any addenda by the HACSB. The contact person for HACSB is:

Qiana Sipe, Procurement Department
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 797-1341
procurement@hacsb.com

Proposals and questions will not be accepted by e-mail or facsimile. All proposals must be completed and uploaded into the PlanetBids website.

III. Contract Term

The Contract period will be for a two (2) year base period beginning approximately November 1, 2026 through October 31, 2028, with three single or multiple year options to extend the contract until no later than October 31, 2031, or until such time as terminated per the terms of the agreement or unless for any reason funds which have been appropriated for the provision of these services are no longer available. The optional years shall be exercised by written amendments executed by each party and may require Board of Commissioners’ approval on behalf of HACSB for additional funding on optional years if needed.

IV. Proposal Timeline

Release of RFP	July 14, 2026
Required Site Visits	August 4, 5, and 6, 2026
Question Due	August 21, 2026 @ 2PM PST
Answers to Questions	September 4, 2026
Proposals Due	September 18, 2026 @ 2PM PST
Presentations/Demonstrations (Coordinated by RFP Evaluators)	September 29 – 30, 2026
Evaluations	October 1 – October 16, 2026
Award of Contract	October 2026
Tentative Board Date (if applicable)	

1. HACSB may insert elective choices such as site visits, oral interviews, presentations, demonstrations, shortlists, best and final offers, etc. *Site visits are required, within normal business operating hours, on the days of August 4, 5, and 6, 2026, and shall be performed by the vendor on an individual basis. Prior registration or RSVP is not currently required. A sign-in sheet will be available at each location.*

V. Proposal Conditions

A. Authorized Signatures

All proposals must be signed by an individual authorized to bind the Proposer to the provisions of the RFP.

B. Term of Offer

Proposals shall remain open, valid and subject to acceptance anytime within nine (9) months after the proposal opening.

C. Questions

Proposers may submit questions regarding this RFP via PlanetBids by the date stated in Section IV – Proposed Timeline. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP and posted on PlanetBids.

D. Required Review

Proposers should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the RFP contact at least ten days before the proposal opening. This will allow issuance of any necessary addendum. It will also help prevent the opening of a defective solicitation and exposure of proposals upon which award could not be made. Protests based on any omission or error, in the content of this RFP, may be disallowed if not brought to the written attention of the RFP Contact in Section II, Paragraph A at least five days before the Deadline for Proposals.

E. Incurred Costs

HACSB is not obligated to pay any costs incurred by Proposer in the preparation of a proposal in response to this RFP. Proposers agree that all costs incurred in developing a proposal are the Proposer's responsibility.

F. Amendments/Addenda to RFP

HACSB reserves the right to issue addenda or amendments to this RFP if HACSB considers that changes are necessary or additional information is needed.

Changes to a proposal or withdrawal of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline.

G. Best Value Evaluation

As established in this solicitation, HACSB realizes that criteria other than price are important and will award contract(s) based on the proposal that best meets the needs of HACSB. The optimal combination of quality, price, and various qualitative elements of required services will provide HACSB the greatest or best value for its money.

H. Right of Rejection

Offers must comply with all the terms of the RFP, and all applicable local, state, and federal laws, codes, and regulations. HACSB may reject as non-responsive any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of the RFP.

Proposers may not qualify the proposal nor restrict the rights of HACSB. If Proposer does so, the proposal may be determined to be a non-responsive counteroffer and the proposal may be rejected.

No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation and if the irregularity, defect or variation is considered by HACSB to be immaterial or inconsequential, HACSB may choose to accept the proposal.

Minor informalities may be waived by the Procurement and Contracts Supervisor when they:

- Do not affect responsiveness;
- Are merely a matter of form or format;
- Do not change the relative standing or otherwise prejudice other offers;
- Do not change the meaning or scope of the RFP;
- Are trivial, negligible, or immaterial in nature;
- Do not reflect a material change in the work; or
- Do not constitute a substantial reservation against a requirement or provision;

In such cases the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation or HACSB may elect to waive the deficiency and accept the proposal.

This RFP does not commit HACSB to award a contract. HACSB reserves the right to reject any or all proposals if it is in the best interest of HACSB to do so. HACSB also reserves the right to terminate this RFP process at any time.

I. Clarification of Offers

In order to determine if a proposal is reasonably acceptable for award, communications by the Facilitator for the Evaluation Panel are permitted with a Proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the Facilitator may be adjusted as a result of a clarification under this section.

J. Public Records Act

All information submitted in the Proposal or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act (California Government Code section 6250, et seq.). Proposals may contain financial or other data that constitutes a trade secret. To protect such data from disclosure, Proposers should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

NOTICE

The data on pages _____ of this Proposal response, identified by an asterisk (*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for the evaluation of our response but understand that disclosure will be limited to the extent that the HACSB determines is proper under federal, state, and local law.

The proprietary or confidential data shall be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal.

HACSB assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the Proposer will be advised of the request and may expeditiously submit to the HACSB a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the HACSB in making its determination as to whether disclosure is proper under federal, state or local law. The HACSB will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury, which may result from any disclosure that may occur.

K. Disclosure of Criminal and Civil Proceedings

HACSB reserves the right to request the information described herein from the Proposer selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the Proposer. HACSB also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Proposer also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Proposer may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Proposer will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Proposer may also be asked to disclose whether the firm, or any of its partners, principals, members, associates, or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Proposer will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to HACSB. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

L. Debarment and Suspension

Proposer certifies (using Exhibit D) that neither it nor its principals or subcontracts is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency as required by Executive Order 12549.

Further, Proposer affirms that it has no record of unsatisfactory performance with HACSB in the twenty-four (24) month period immediately preceding the date of issuance of this RFP.

M. Board and Staff Communications

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section II – Paragraph A, be contacted during this RFP process, by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification.

N. Final Authority to Award

The final authority to award contracts as a result of this RFP may require approval by The Housing Authority's Board of Commissioners based on award amount.

O. Payment for Services

Payments for any and all invoices or other obligations are satisfied electronically through the Automated Clearing House (ACH) system. The Contractor will be required to authorize the HACSB to initiate payment electronically to any bank account maintained by the contractor wherever located. Contractor shall promptly comply with directions and accurately complete forms provided by HACSB required to process ACH payments.

VI. SCOPE OF WORK

Table of Contents

MAIN OBJECTIVES

1. SCOPE OF SERVICES
2. PREVENTATIVE MAINTENANCE
3. REPAIR AND CORRECTIVE MAINTENANCE
4. SYSTEM MONITORING AND HEALTH DIAGNOSTICS
5. SOFTWARE, FIRMWARE, AND SYSTEM UPDATES
6. DOCUMENTATION AND REPORTING
7. SYSTEM IMPROVEMENTS AND RECOMMENDATIONS
8. COMPLIANCE AND LICENSING
9. CONTRACTOR RESPONSIBILITIES
10. HACSB RESPONSIBILITIES
11. BUDGET RESTRICTIONS
12. DESIGN SURVEILLANCE SYSTEM PLAN
13. INSTALL SURVEILLANCE SYSTEM(S) - FUTURE PROPOSED PROJECT(S) BASED ON APPROVED BUDGETS
14. CONTINGENCY
15. INSPECTIONS BY LOCAL BUILDING AGENCY
16. CORRECTIONS
17. WARRANTY COSTS
18. MATERIALS SPECIFICATIONS
19. BACKUP DEVICE SPECIFICATIONS
20. EQUIPMENT SPECIFICATIONS
21. WORKMANSHIP SPECIFICATIONS
22. REGULATORY COMPLIANCE
23. BUSINESS TERMS
24. PROPERTY LISTINGS

Main Objectives

The main objectives of the video surveillance system are to provide public safety awareness, improve safety, and reduce crime in our communities.

1. Scope of Services

The selected Contractor shall provide comprehensive **security camera monitoring, maintenance, and support services** for the Housing Authority of the County of San Bernardino (HACSB). Services should ensure continuous, reliable operation of HACSB's agency-wide surveillance systems and promote safety, security, and operational efficiency across all HACSB sites.

- a. **User Interface Demonstration:** As part of the RFP submission, the Contractor must demonstrate how their proposed software integrates with or replaces the existing system detailed herein. The demonstration must prove the interface layout is modern, user-friendly, and makes it easy to manage user access and download clear video footage.

2. Preventive Maintenance

The Contractor shall implement a proactive maintenance program that includes:

- Scheduled inspections of all cameras and associated equipment at intervals approved by HACSB.
- Verification of camera focus, clarity, alignment, recording quality, and network connectivity.
- Cleaning of cameras, lenses, housing, and related hardware.
- Testing and verification of recording devices, servers, and storage systems.
- Replacement or adjustment of components as needed to ensure optimum performance.

3. Repair and Corrective Maintenance

The Contractor shall provide timely corrective services, including:

- Troubleshooting and repair of malfunctioning cameras, network video recorders (NVRs), wiring, and software issues.
- Response to service requests within the response times established by HACSB (to be defined in the final agreement).
- Documentation of all repair activities, including cause of failure, parts replaced, and resolution.
- The contractor shall monitor the system remotely for device failure(s) and provide maintenance and support of the installed system(s) for the length of the contract period.
- Train HACSB Staff on use, including device administration, backups, remote access, searching for motion events, and transferring video files off the system.

4. System Monitoring and Health Diagnostics

The Contractor shall provide ongoing surveillance system health monitoring, including:

- Monitoring uptime and operational status of all cameras, NVRs, switches, and storage devices.
- Automatic alerts and notifications for offline devices or performance degradation.
- Monthly system health reports, including up-time statistics, failures, repairs, and recommendations.

5. Software, Firmware, and System Updates

The Contractor shall ensure systems remain secure and up to date by providing:

- Installation of all firmware and software updates for cameras, NVRs, and related systems.
- Verification of proper functionality following updates.
- Coordination with HACSB IT where necessary for network-related updates.

6. Documentation and Reporting

The Contractor shall maintain complete and accurate documentation of all services, including:

- Incident reports, including video event logs.
- Maintenance and repair logs.
- Inventory of active cameras, equipment, and system components.
- Monthly summary reports covering monitoring, maintenance, repairs, and recommendations.

7. System Improvements and Recommendations

The Contractor shall provide ongoing professional recommendations regarding:

- Upgrades or replacement of outdated or underperforming equipment.
- Enhancements to coverage, system performance, or network architecture.
- Emerging technologies that may improve HACSB's security posture.

a. Current System Specifications for Existing Video Equipment:

- HACSB currently operates a video surveillance system consisting of approximately 121 active cameras throughout 11 HACSB sites, that include long range exterior and interior dome cameras. (See Section 24 Property Listings)
- *Albi Vigilant ALI-NR160P-4, ALI-NR321P-4, ALI-NR162P-4-D, and ALI-NR040F-1*
- *Albi Vigilant HDD Size range 8TB – 40TB*
- *Number of service channels vary by site*
- All camera, video, audio, imaging, storage, network, interface, certifications, technology, compliance, analytics and capacities applicable to current system.

b. Contingency for Integration/Installation of Future System Specifications:

- Proposed system specifications must be equivalent/comparable to or exceed the above current system specifications and capacities.
- Proposed upgrades, replacements, or expansions must account for compatibility with the current system, ensure minimal disruption to ongoing operations and maintain compliance with current safety and performance standards.
- If additional cameras are needed and installed, the awarded vendor will provide HACSB Administration Office with at least one (1) paper copy schematic per site and electronic format copy for camera locations at all sites.
- Future system modifications are contingent upon approval by HACSB Board of Commissioners.

Network Video Recorder (NVR) Specifications

Must record in full HD video (8MP or 3840 x 2160 Resolution) and have the capability of remote administration, backup, management, and viewing of the video streams. Must be capable of exporting video footage in standard (non-proprietary) containers & file format for use by local law enforcement. Must be capable of managing at least 6 cameras per location and shall be scalable to add additional cameras and new locations as deemed necessary by HACSB.

Hard drive must be large enough to store at least 30 days of footage from all cameras onsite. Must have the ability to schedule off-site storage transfer and limit bandwidth utilization. Shall use standard CAT-5 cabling with POE.

8. Compliance and Licensing

The Contractor must:

- Maintain all required licenses, certifications, and qualifications necessary to perform security surveillance and monitoring services in the State of California.
- Ensure all personnel assigned to HACSB sites meet background clearance requirements as applicable.
- Installers shall have at least 2 years' experience with installation of the specific assembly or products under similar conditions. Installation shall be in accordance with manufacturer's installation guidelines and recommendations. Contractors should provide and install assemblies of materials and accessories produced by a single manufacturer. The Proposer must document successful deployments by including the names and telephone numbers of contact persons as part of the reference requirements of this RFP.

9. Contractor Responsibilities

Building Security

Contractor personnel and project site visitors shall sign-in/out at the reception desk daily. Contractors should maintain personnel on the site when any portion of the work area(s), is open or not properly secured. Exterior doors are not to be propped open and left unattended. Secure all work areas completely at the end of each working day.

Confidentiality and Data Security

There are many different types of confidential information used by the Agency. This includes but is not limited to: Agency-compiled personnel information, client information, internal policies, internal communications, and audio/video files. Confidential data is to be kept on HACSB controlled machines whenever possible. In the event confidential data needs to be transmitted, or stored on non HACSB controlled machines, it must be protected using acceptable encryption methods. Acceptable encryption methods are defined as:

Encryption with NIST or CSE certification of the cryptographic module to ensure it meets FIPS Publication 140-2 for "Security Requirements for Cryptographic Modules" at any security level.

Any encryption used must be reversible only by HACSB or its designated external agents with appropriate knowledge and expressly approved access granted by HACSB.

Code Of Conduct

In the event of construction work or maintenance services in and around occupied units. Contractors and all employees will always present themselves and their staff in a professional manner on site.

Residents and HACSB staff will be always treated with respect and courtesy. Contractors and employees must wear a uniform shirt clearly identifying the company. No smoking on HACSB property per current HACSB lease agreements. If a contractor's employee is not in compliance with the terms of this agreement, or is disrespectful to residents or HACSB Staff, the employee will be asked to leave the worksite immediately.

Protection Of Adjacent Materials

Contractor(s) will be working in and around HACSB employees and the public. Contractor to take reasonable means to protect personal property (including vehicles), from dust, damage and accidents. Work area to be returned to pre-work conditions, with minimal disruption to normal business operations. Any damage to HACSB or personal property will be the exclusive responsibility of the contractor to repair or replace at no additional cost to HACSB.

Removal Of Debris & Cleaning

The Contractor shall pick up all debris (including nails, scrap lumber, concrete forms, spikes...) continuously throughout each workday. Storage or sale of removed items or materials on-site will not be permitted. Clean adjacent buildings and improvements of dust, dirt and debris caused by construction operations. Return adjacent areas to condition existing before start of construction. Entire construction sites will be always kept safe from public access. Adequate barriers will be furnished and installed by the contractor to provide public safety, as well as work site safety at all times.

10. HACSB Responsibilities

Drawings and Plans

HACSB shall provide access to any existing floor plans and site plans in our library for properties under this project.

Existing Conditions

Conditions existing at time of inspection for bidding purposes will be maintained by HACSB as far as practical.

Utilities

HACSB shall provide access to the following:

- Electrical service
- Broadband internet connection
- Project-specific users and groups on HACSB active directory

11. Budget Restrictions - Future Proposed Project(s) is Based on Approved Budgets

12. Design Surveillance System Plan - Future Proposed Project(s) is Based on Approved Budgets

Provide a written job-specific plan for each location, including equipment listing and rough installation schedule. Provide maps of camera locations, equipment installation locations, and any other peripheral devices or equipment. The optimal security camera placement will depend on the property location.

Specific areas of interest are offices, community centers, maintenance shops and common areas such as parking lots, sports courts and pool areas if applicable.

13. Install Surveillance System(s) - Future Proposed Project(s) is Based on Approved Budgets

Contractor shall furnish all labor, materials, equipment, permits, transportation, disposal fees, and insurance to provide and install IP-based video surveillance system(s).

14. Contingency

HACSB may choose to install systems at individual sites based on site security needs, staff safety, or budget. HACSB may delay, re-schedule or cancel work at individual sites to meet the current annual budget.

15. Inspections By Local Building Agency

Contractor is responsible for securing any/all required permits required by local authorities and ordinances. Contractor to schedule inspections prior to covering work. Contractor to submit final inspection cards and/or other permit documents to HACSB upon completion and prior to final payment request.

16. Corrections

In the event any goods furnished or services provided by Contractor in the performance of the Work should fail to conform to the requirements herein, or to the sample submitted by Contractor, HACSB may reject the same, and it shall become the duty of Contractor to reclaim and remove the item promptly or to correct the performance of services, without expense to HACSB, and immediately replace all such rejected items with others conforming to the Agreement. It is the responsibility of each contractor to protect their work from damage until such time that HACSB has accepted such work in writing.

All defects/damage will be repaired by contractor at the expense of the contractor prior to final acceptance.

17. Warranty Costs

Proposer should provide the cost details for providing System Warranty and Support Services outside of the manufacturer's warranty as listed above. This includes all equipment, software and services. Proposer shall describe manufacturer and installer warranties that are provided as part of your proposal. Any required maintenance of the system during the warranty period shall be detailed. Maintenance responsibilities and services with related costs should also be detailed.

18. Materials Specifications

Pursuant to California Public Contract Code Section 3400, HACSB does not specify a designated material, product, or service by specific brand or trade name unless the specification is followed by the words "or equal" so that bidders may furnish any equal material, product, or service. According to the exceptions allowed under PCC §3400 (c) (2), some products are specified as "NO SUBSTITUTIONS" to match other products in use either completed or during completion. All other products are subject to

substitution by the prospective bidder, and the alternate materials proposed by the bidder must be submitted with bid documents. Changes to material specifications during the construction phase must be submitted and approved in writing by HACSB prior to installation of any materials. Proposer must propose and supply a product line that, to the best of its knowledge, is not obsolete or near obsolete. Only equipment and/or product models that have been satisfactorily demonstrated to HACSB and that have a demonstrated record of successful deployment by other public agencies, in similar sized cities will be used. The equipment supplied must be of new manufacture (not used or demo units) and best quality and installed in accordance with approved recommendations of the manufacturer thereof and must conform to the equipment specifications listed in this SOW.

19. Backup Device Specifications

- Capable of push notifications for device failure & storage quota.
- Capable of storing at least 3 months of video files per location.
- Capable of purging files past the 3-month limit.
- Shall backup both locally and to cloud service.
- May use one or both of the following:

Cloud Based Backup

- Must have the ability to schedule off-site storage transfers.
- Must have the ability to limit network bandwidth utilization.

Onsite Backup

Must use RAID 5 array with a minimum of 3 disks for redundancy and error checking.

20. Workmanship Specifications

Work performed by the general contractors and/or subcontractors shall be performed in a good workmanlike manner and quality. Workmanlike quality is defined as workmanship that meets or exceeds HUD Housing Quality Standards (HQS), Specific City Building Codes, or Uniform Building Codes, whichever is more stringent. For more information on HUD HQS, see the "Landlords" page on our website: www.hacsb.com/landlords

Standards Of Compliance

All work performed shall be in strict compliance with all plans and specifications for the project. This section includes Materials Specifications, Workmanship specifications, and Governmental Regulations.

Caulking/Sealant

NO SILICONE CAULKING WILL BE PERMITTED ON THE JOBSITE due to adhesion failure of subsequent materials (other sealants, paint, stucco, etc.). Sealants must be low VOC and must be approved for use by manufacturers of the product(s) to which it is being applied.

Conduit Specifications

Exterior Conduit Runs

Exterior building mounted locations shall be galvanized EMT conduit. The system should use fully waterproof connectors, fittings, and boxes.

Underground Conduit Runs

Underground conduit installations shall use SCH 40 PVC with tracer wire and warning tape. See WORKMANSHIP SPECIFICATIONS

At-Grade Conduit Transitions

Conduit at the transition from the building to underground shall be rigid galvanized metal conduit with field installed fully waterproof coating or PVC pipe wrap tape.

Duct Sealant/Roof Sealants

Water-borne, cellulose fiber reinforced low VOC sealant. Shall form a tough, flexible, UV and water-resistant seal. Shall meet the following: Flash Point, ASTM D 1310, None; Volatile Organic Compounds (VOC), ASTM D 6886, Less than 50 grams/Liter. Elongation, ASTM D2370, 250%

Flashing

Metal flashings shall conform to ASTM A361; ASTM B209, ASTM B370; sheet metal flashing to meet roofing product manufacturer's requirements. Shall meet or exceed local building code requirements. Shall be galvanized steel.

Pipe Wrap Specifications (Waterproofing)

PVC based adhesive tape with high tack adhesive. Resistant to corrosive salt water, soil acids, alkalis and salts, common chemicals, chemical vapors, and exposure to outdoor weathering and sunlight. Resistant to impact, abrasions, punctures, and tears. Must meet ASTM D-1000 Type II. 3M Scotchrap #51 or equal.

Tracer Wire Specifications

Tracer wire for non-metallic pipe installed underground shall be #14 AWG, solid copper or copper clad steel. Jacket color per APWA uniform color code. Jackets must be designed for direct burial, HDPE or HMWPE. **Standard building wire with THHN jackets is not acceptable.**

Utility Warning Tape Specifications

Non-adhesive low-density polyethylene film manufactured from recycled plastics. 150mm wide and .1mm minimum film thickness. Shall be color coded by APWA approved colors (Orange: Communication Lines). Shall be printed with a message to warn of the presence of buried utilities.

Wire Molding Specifications (Interior only)

Surface mounted raceway shall be manufactured of steel; zinc plated, galvanized and factory applied ivory painted finish. The raceway shall be a one-piece design with a base and cover factory assembled. A full complement of fittings must be available including but not limited to mounting clips and straps, couplings, flat, internal and external elbows, cover clips, tees, entrance fittings, conduit connectors and bushings. The covers shall be painted with an enamel finish, ivory in color to match the raceway. They shall overlap the raceway to hide uneven cuts. All fittings shall be supplied with a base where applicable. Recommended Product: Legrand V500 Series or Equal

Other Materials

Any other materials not specifically described, but required for complete and proper installation, as selected by the Contractor are subject to HACSB approval. Submit proposed materials or substitutions with bid package.

Cleaning Work

Clean entire work area. Dust all countertops, shelves and windowsills. Floors shall be vacuumed, and dust mopped.

Drywall Repair

Drywall and painting repairs shall match the existing finish. Texture shall be applied "corner to corner" to conceal patch area. If there is water damage and moisture is present, or there is evidence of mildew/mold, contractor is to secure the site. Do not disturb the affected area. Seal affected area with 6 mil black plastic taped to wall, clean up all debris and contact HACSB Project Coordinator for next steps.

Electrical Work

Exterior building mounted cables and wiring shall be installed in vandal-resistant metal conduit system. Metal conduit systems over 6 ft in length shall be bonded to the building electrical ground. Interior electrical wiring shall be concealed unless technically infeasible. Wiring may be installed in wire molding system if approved by HACSB Project Coordinator.

Painting Work

Lead Based Paint

Buildings constructed prior to 1978 are subject to lead safe work practices. Work must follow EPA RRP rule unless recent testing has determined there is no lead present. Refer to Asbestos and Lead-based Paint Reports for specific locations.

Painting Workmanship

Provide best quality workmanship, performed by skilled tradesmen in compliance with this specification. Patch and repair as necessary to provide a sound and smooth substrate. **There shall be no visible imperfections in the finished surface.**

- Protect all adjacent areas and surfaces from damage from misplaced paint and preparation work (i.e. automobiles, sidewalks, asphalt, concrete, plants, and patio furniture).
- Ensure that hardware is removed/protected before painting is started and replaced/uncovered when painting in that area is completed.
- DO NOT apply paint in rain, fog, or mist, or when SURFACE temperature is below 50 or above 90 degrees Fahrenheit.
- Provide a clean, orderly and liability-free work area. Immediately clean up all accidental spatters, spillage and misplaced paint and restore the affected surface to its original condition.
- Clean-up: At completion of work each day, remove all materials, supplies, debris and rubbish caused by painting operations.

Trenching And Backfill

Underground Line Location

Contractors must contact Underground Service Alert (a.k.a. Dig Alert) at least two (2) working days prior to beginning any digging or excavation work.

Conduit Installation

Conduit installations must be installed on a bed of clean sand or sifted native soil with no rocks. If using non-metallic conduit, install a tracer wire fastened to the conduit. Conduit shall be covered with 6" of

clean sand or sifted native soil. Install utility warning tape directly above the sand layer before continuing with backfill.

Backfill

Backfill shall be in 6" lifts, with mechanical compaction after each layer. Compaction shall be 85% minimum.

21. Regulatory Compliance

All work shall be in compliance with the following regulations:

FEDERAL REGULATIONS

Code Of Federal Regulations

[24 CFR 35](#) Lead based paint prohibition
[40 CFR 745](#) Residential Property Renovation (Lead Based Paint)

HUD Housing Quality Standards

[24 CFR 982.401](#) Housing Quality Standards

California Regulations

CALIFORNIA GOVERNMENT CODE

[SECTION 4216](#) Protection of Underground Infrastructure (Dig Alert)

Local Regulations

Installation shall be subject to local building codes, municipal codes, and permits.

22. Business Terms

Estimates

HACSB will notify Contractor at least 21 days in advance of the intent to schedule work under this contract and shall provide a written scope of work. Contractor shall provide a written estimate within 7 days of request.

Work Authorization

HACSB shall issue a written authorization to the Contractor in the form of a Purchase Order, and/or a notice to proceed.

Invoices

Invoices should substantially match the approved estimates for the requested work. Invoices shall be submitted upon completion of installation of each site. If the installation is complex, or longer than 30 days, the following shall apply:

Progress Invoice

Submit each 30 days for work completed according to approved estimates/purchase orders. The following documents shall be submitted:

- Contractor's Invoice with job address and work description
- Conditional Waiver and Release upon Progress Payment
- Unconditional Release upon progress payment (for all previously paid invoices)

- Weekly Safety Meeting Report(s)
- On-site daily sign-in sheets and Daily Activity logs
- Certified Payroll completed in LCP Tracker

Job Completion Invoice

All work completed and all City inspections approved.

The following documents shall be submitted:

- Same documents as a PROGRESS INVOICE listed above.
- Conditional Waiver and Release upon progress Payment.
- Unconditional Release upon progress payment (for all previously paid invoices)
- Original signed off permit cards
- As-Built Plans, Shop Drawings, and Materials Specifications
- Contractor's Warranty

HACSB Terms are NET 30 Days

Invoices will be processed only after all supporting documents have been approved by HACSB.

Adjustments To Contract Time/Amount

Contractor cannot change materials, timeline, or contract sum without the express written approval of HACSB. See HUD #5370

Contract Time

If a proposed change to the scope of work results in additional time to complete the contract, contractor must submit a Request for Adjustment on the Contract Time within five (5) business days of the change.

Contract amount

If a proposed change to the scope of work results in an increase in the amount of the total contract, contractor must submit a Request for Adjustment on the Contract Amount within five (5) business days of the change.

23. Property Listings

Location	Address	City/State	Zip Code
Barstow Office	421 S. 7th Ave.	Barstow, Ca.	92311
Williams Senior	710 E. Williams St.	Barstow, Ca.	92312
Chino Office	13088 Monte Vista Ave.	Chino, Ca.	91710
Colton Office	772 Pine St.	Colton, Ca.	92324
Maplewood Office	1738 W. 9th St.	San Bernardino, Ca.	92411
Maplewood Achievement Center	906 N. Wilson St.	San Bernardino, Ca.	92411
HPO Office	672 S. Waterman Ave.	San Bernardino, Ca.	92408
Administrative Office	715 E. Brier Dr.	San Bernardino, Ca.	92408
Redlands Office	803 W. Brockton Ave.	Redlands, Ca.	92374
Victorville HCV Office	15465 Seneca Rd.	Victorville, Ca.	92392
HCV Office	1200 N. Campus Ave.	Upland, Ca.	91786
AH/FES Office	1226 N. Campus Ave.	Upland, Ca.	91786

A. RFP Evaluation Criteria

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below. The answers to the written questions and answers to the questions posed at the interview/demonstration will be used to determine the number of points each respondent receives for each factor.

Evaluation Criteria		Weighting (Max. Points)
1	<u>Firm's Experience:</u> Overall experience in executing similar surveillance system monitoring, maintenance, troubleshooting, and installation projects. HACSB reserves the right to contact current and past clients and reject proposals based on poor and past performance. Included in this listing shall be information demonstrating the proposer's experience working with public agencies or multi-site environments.	15
2	<u>Firm's Capacity:</u> Approach in methodology for meeting the work plan and schedule, including: • Experience servicing, troubleshooting, repairing, and installing like-for-like surveillance systems. • Ability to support continuous monitoring, preventative maintenance, and system diagnostics. • Demonstrated capacity to execute agency-wide operations and ensure uptime.	15
3	<u>Firm's Customer Service:</u> • <u>Does bidder have a quality control protocol for evaluating work and supervising staff?</u> • <u>Responsiveness to emergencies or urgent requests.</u> • <u>Ability to provide excellent customer service and account management.</u>	15
4	<u>Bidder demonstration of the surveillance system user management interface.</u>	15
5	<u>Reasonableness of Cost Proposal (Weighted):</u> $\text{Score} = \frac{\text{Lowest Bidder's Price}}{\text{Bidder's Price}} \times 30$	30
6	<u>Section 3 Compliance:</u> Bidder qualifies as a Section 3 Business Enterprise	10
	TOTAL	100

HACSB desires to contract with one prime consultant to provide the services above.

B. Proposal Format

Response to this RFP must be submitted via the PlanetBids website. Click on the link to access the bid documents and details: [PlanetBids](#)

VII. INFORMATION REQUESTED OF PROPOSERS

A. Organizational and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

B. Experience

Discuss your experience, in serving as a provider of Video Surveillance Equipment and Service.

C. Miscellaneous Discussion Questions

1. Identify the specific individuals who would be assigned to work with the HACSB and specify which person would be the primary contact person with the HACSB. Please include their level of expertise in the services and certifications held by staff.
2. Provide an estimate of time that will be required to begin Video Surveillance Equipment and Service.

D. Price

Provide your cost as listed in the Bid Proposal (Exhibit B) form for the rendering of the services and clearly specify if any additional expenses will be charged to HACSB in connection with this proposal.

E. Affirmative Action

The HACSB requires that each respondent be an Equal Opportunity Employer:
State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Video Surveillance Equipment and Service. Proposals must include information on competency in performing comparable Video Surveillance Equipment and Service, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

A. Brief history of the company

B. A listing of five (5) references where similar services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers.

C. Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule. Offerors shall include information on experience with similar projects. Offerors shall describe how their organization can meet the requirements of this RFP and shall include the following:

- The number of years the Offeror has provided these services; *and*
- The number of clients and geographic locations that the Offeror currently provides services for.
- Provide the names and titles of the key management personnel directly involved with supervising the services rendered under this Contract along with their resumes.

- Provide the name and resume of the Offeror's Contractor Representative who, if the Offeror is selected for award, would be responsible for the daily oversight of the Contract from the Contractor's perspective.

IX. RFP REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

Submission Requirements

Forms included within this Request for Proposal must be included with proposal, in addition to any and all included documents for review and consideration. Failure to submit mandatory forms will result in rejection of the proposal. The required documents are as follows:

1. Exhibit A – Contact Information Form
2. Exhibit B – Proposal Form
3. Exhibit C – Reference Form
4. Exhibit D – Certification Regarding Debarment or Suspension
5. Exhibit E – State of California Labor Code
6. Exhibit F – Non-Collusion Affidavit
7. Exhibit G – Section 3 Certification Form
8. Exhibit H – HUD 5369
9. Exhibit I – HUD Form 5369-A
10. Exhibit J – HUD Form 5370-EZ
11. Exhibit K – HUD Form 5370-C Section I and II
12. Exhibit L – HACSB Sample Contract
13. Bidder must include a copy of the company's Business License (if applicable)
14. Bidder must include proof of registration with the Department of Industrial Relations (DIR), including PWCR number assigned by the DIR (if applicable)

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the dispute process shall apply.

Contractors may appeal the recommended award, provided the appeal is in writing, contains the RFP number, is delivered to the address listed in Section II – Paragraph A of this RFP, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

Solicitation: Contractors may protest a solicitation issued by HACSB. It must be received by the Procurement and Contracts Supervisor before the bid or proposal submittal deadline, or it will not be considered.

Award RFP: Any protest against the award of a contract based on an RFP must be received by the Procurement and Contracts Supervisor no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

Award RFP/RFQ: Any protest against the award of a contract based on an RFP or RFQ or appeal of a decision by HACSB to reject a proposal, must be received by the Procurement and Contracts Supervisor within three business days after notification to an unsuccessful proposer that they were not selected, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by HACSB to reject a bid submitted in response to an RFP must be received by the Procurement and Contracts Supervisor within two business days after being notified in writing of HACSB's decision, or the appeal will not be considered.

A written response will be directed to the appealing Contractor within fourteen (14) calendar days of receipt of the appeal, advising of the decision regarding the appeal and the basis for the decision. The decision of the HACSB shall be final and binding upon all parties.

X. INSURANCE REQUIREMENTS

A. **Proof of Insurance** shall not be terminated or expire without thirty (30) days written notice and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- ☐ **General Liability**: \$2,000,000 per occurrence and \$3,000,000 aggregate; *HACSB Additional Insured*.
- ☒ **Commercial General Liability**: limits of coverage for bodily injury and property damage liability of not less than \$2,000,000 per occurrence and not less than \$3,000,000 general aggregate; *HACSB named Additional Insured* on an attached endorsement.
- ☒ **Comprehensive Automobile Liability**: \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB named Additional Insured*.
- ☐ **Errors and Omissions Liability**: \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate **OR**,
- ☐ **Professional Liability**: \$1,000,000; per occurrence and aggregate.
- ☒ **Workers' Compensation**: \$1,000,000
- ☐ **Self-Insurance Program**
- ☐ **Environmental Liability**
- ☐ **Owner's Liability**
- ☐ **Fire Insurance with Extended Coverage**
- ☐ **Crime/Fidelity Insurance**: \$250,000 Sufficient to cover all agents and employees employed by Property Manager;
- ☐ **Excess/Umbrella Liability**: \$5,000,000; *HACSB named Additional Insured*.

B. **Failure to provide proof of insurance** or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XI. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company will be expected to sign the HACSB's Contract Agreement, which will specify the terms of service. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the HACSB.

Electronic Signatures

The parties of an agreement resulting from the award of this RFP shall be entitled to sign and transmit an electronic signature (whether by facsimile, PDF or other email transmission).

EXHIBIT A – Contact Information Form

To: Qiana Sipe, Procurement Department
Phone: (909) 797-1341
Email: procurement@hacsb.com
Re: RFP PC1471 – Video Surveillance Equipment and Maintenance Services

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Email: _____

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY: Indicate *any* of the following.

- ☐ Email Notification
- ☐ HACSB Website
- ☐ Newspaper Advertisement, please specify: _____
- ☐ Trade Publication, please specify: _____
- ☐ Plan Room, please specify: _____
- ☐ eBidding Site, please specify: _____
- ☐ Other, Explain: _____

EXHIBIT B - PROPOSAL FORM

Vendor Name: _____

To: The Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408

Proposed Service Sites:	Base Yr. 1 Monthly Price/Year 2026-2027	Base Yr. 2 Monthly Price/Year 2027-2028	Option Yr Monthly Price/Year 2028-2029	Option Yr Monthly Price/Year 2029-2030	Option Yr Monthly Price/Year 2030-2031
Administrative Office (Central) (Approx. Sq. Ft: 17,800) 715 East Brier Drive San Bernardino, CA 92408					
Housing Programs Office (Approx. Sq. Ft: 19,000) 672 South Waterman Ave San Bernardino, CA 92408					
Barstow Affordable Housing (Approx. Sq. Ft: 2328) 421 South 7 th Street Barstow, CA 92311					
Chino Affordable Housing (Approx. Sq. Ft: 1200) 13088 Monte Vista Ave Chino, CA 91710					
Colton Affordable Housing (Includes Community Room & Computer Center) (Approx. Sq. Ft: 2148) 772 Pine Street Colton, CA 92324					
Maplewood Affordable Housing (Approx. Sq. Ft: 1634) 1738 West 9 th Street San Bernardino, CA 92411					
Maplewood Achievement Center (Approx. Sq. Ft: 4047) 906 Wilson Street San Bernardino, CA 92411					
Redlands Affordable Housing (Includes Community Room & Computer Center) (Approx Sq. Ft: 2697)					

803 W Brockton Ave Redlands, CA 92374					
Los Olivos Management/FES Office (Approx. Sq. Ft: 3200) 1226 N Campus Ave Upland, CA 91786					
Upland HCV Office (Includes Conference Room/Gymnasium/Computer Center) (Approx. Sq. Ft: 9400) 1200 N Campus Ave Upland, CA 91786					
Victorville HCV Office (Approx. Sq. Ft: 5000) 15465 Seneca Road Victorville, CA 92392					

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith.
2. The Vendor shall ensure that all pricing submitted includes costs for the entire contract term, including the base period and any optional renewal years. All anticipated cost factors—such as inflation or other foreseeable adjustments—must be incorporated into the proposed pricing.
3. All contracts for services shall be awarded as firm fixed-price contracts. Pricing is fixed at the time of contract award and shall not be subject to any escalation, adjustment, or renegotiation for the duration of the contract, including for any exercised option periods.
4. In submitting this proposal, it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20_____

(Company Name)

(Official Address)

(Signature)

(Print Name) (Title)

(Contractors State License Number – if applicable)

(Telephone Number)

EXHIBIT C – REFERENCES

CURRENT CLIENT REFERENCES (REQUIRED) – RFP#PC1471 VIDEO SURVEILLANCE SERVICES

Submit this form with the BID, failure to do so is grounds for disqualification.

Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____
Company	_____
Address	_____
City, ST, Zip	_____
Fax/Phone/Email	_____
Contact Name/Title	_____
Type of Engagement	_____

Bidder's Company Name	_____
Legal Structure (corp./partner/proprietor)	_____
Principle Office Address	_____
City, ST, Zip	_____
Phone Number	_____
Email	_____
Federal Employer Identification Number	_____
Title of Person Authorized to Sign	_____
Print Name of Person Authorized to Sign	_____
Date Signed and Authorized Signature	_____

EXHIBIT D - CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all Proposers submitting a response to this RFP:

1. The Proposer certifies, to the best of its knowledge and belief, that neither the Proposer nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or non-procurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Non-procurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Proposer shall provide immediate written notice to the HACSB Procurement and Contracts Supervisor if, at any time prior to award, the Proposer learns that this certification was erroneous when submitted or has become erroneous by reason of changes circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Proposer rendered an erroneous certification, in addition to other remedies available to the HACSB government, the HACSB Procurement and Contracts Supervisor may terminate the contract resulting from this solicitation for default.
5. Proposer affirms that it has no record of recent unsatisfactory performance with HACSB, during the past twenty-four (24) months at a minimum.

**Printed Name of
Representative:**

Title:

Signature:

Date:

EXHIBIT E – STATE OF CALIFORNIA LABOR CODE



State of California LABOR CODE Section 1771.1

(a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

(b) Notice of the requirement described in subdivision (a) shall be included in all bid invitations and public works contracts, and a bid shall not be accepted nor any contract or subcontract entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Section 1725.5.

(c) An inadvertent error in listing a subcontractor who is not registered pursuant to Section 1725.5 in a bid proposal shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that any of the following apply:

- (1) The subcontractor is registered prior to the bid opening.
- (2) Within 24 hours after the bid opening, the subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
- (3) The subcontractor is replaced by another registered subcontractor pursuant to Section 4107 of the Public Contract Code.

(d) Failure by a subcontractor to be registered to perform public work as required by subdivision (a) shall be grounds under Section 4107 of the Public Contract Code for the contractor, with the consent of the awarding authority, to substitute a subcontractor who is registered to perform public work pursuant to Section 1725.5 in place of the unregistered subcontractor.

(e) The department shall maintain on its Internet Web site a list of contractors who are currently registered to perform public work pursuant to Section 1725.5.

(f) A contract entered into with any contractor or subcontractor in violation of subdivision (a) shall be subject to cancellation, provided that a contract for public work shall not be unlawful, void, or voidable solely due to the failure of the awarding body, contractor, or any subcontractor to comply with the requirements of Section 1725.5 or this section.

(g) This section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015.

(Added by Stats. 2014, Ch. 28, Sec. 63. (SB 854) Effective June 20, 2014.)

EXHIBIT F – NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/SUBCONTRACTOR

Document on Following Page

EXHIBIT F – NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/SUBCONTRACTOR

(State of California, County of San Bernardino)

_____, being the first duly sworn, deposes and says that:

1. He/she is _____ of _____
(Owner, partner, etc.) (Company)

the Bidder that has submitted the attached Bid;

2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against the Housing Authority of the County of San Bernardino or the owner of the property interested in the proposed contract;

5. No member of the Common Council, or other Officers of the Housing Authority of the County of San Bernardino, or any person in the employ of the Agency is directly or indirectly interested in the bid, or the work to which it relates, or in any portion of the profits thereof; and,

6. The price of prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;

7. I have read and understand the attached document entitles "Additional Eligibility Requirement of Contractors Who Bid on Community Development Funded Projects and Contracts", and affirms that the Bidder meets the Eligibility Requirements and agree(s) to comply with the terms and conditions contained as the date hereof;

8. I am/The Bidder is not indebted to the Housing Authority of the County of San Bernardino in any form or manner.

Signature: _____

Date: _____

Title: _____

Witness: _____

EXHIBIT G – SECTION 3 CERTIFICATION FORM

Document on Following Page

EXHIBIT G – SECTION 3 CERTIFICATION FORM

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

MANDATORY—Proposer must submit the “Certification” form as to whether they “satisfy” or “do not satisfy” the Section 3 requirements. All bids received with the “Certification” form will be considered.

OPTIONAL—To be considered for the Section 3 Preference, you must also complete the “Documentation” section and provide the backup as required.

Section 3 Business Concern means a business where:

1. 51 percent or more is owned by Section 3 residents; or
 2. 30 percent of the permanent full-time employees are currently Section 3 residents or were Section 3 residents when first hired (if within the past three years); or
 3. The business commits in writing to subcontract over 25 percent of the total dollar amount of all subcontracts to be let to businesses that meet the requirements of paragraphs 1 and 2 of these definitions;
- AND The Business was formed in accordance with State law and is licensed under State, County, Municipal law to engage in the business activity for which it was formed.

Section 3 Compliance Requirements

- A. The Section 3 regulations provide that recipients, its contractors, and any subcontractors demonstrate compliance by employing Section 3 residents as 30% of the aggregate number of new hires.
- B. A vendor is required to hire only when a new hire is needed to perform the work. In the event that no new hires are needed, vendors must document that no new hires were made during the term of the contract.
- C. The Section 3 Regulations, at 24 CFR Part 135, require that in public housing programs, compliance efforts shall be directed to provide training and employment opportunities to residents.
- D. In situations where a new hire is needed, a vendor will not be required to hire persons who are not qualified. If a new hire is needed and a Section 3 resident is identified, that Section 3 resident will be required to submit evidence of Section 3 status to the recipient, contractor or subcontractor.

Bid/Proposal Compliance (Construction Projects)

As part of each bid or proposal submitted, the respondent must document their workforce by position. Such information will be re-verified at the commencement of the contract. The HACSB will periodically audit this information. Failure to comply shall result in the delay of payment.

Bid/Proposal Evaluation

Vendors who fail to complete the certification stating if they “satisfy” or “do not satisfy” the Section 3 requirements will be deemed non-responsive. This means that in the proposal or bid documents submitted to the HACSB, the Contractor's Certification must be completed and signed.

If requesting an exemption, include the applicable attachments and supporting documentation to support claims of compliance by hiring, contracting, or other economic opportunities.

After written notice from the HACSB specifying the defects in the Section 3 information, vendors will be given no more than 5 business days to complete the form and provide all required documents. Failure to respond within the 5 days will result in HACSB declaring the bidder or respondent non-responsive. The contract or bid will then be awarded to the next lowest bidder or to the respondent with the next highest score.

Section 3 Program Evaluation Preference

This IFB contains a preference for Section 3 business concerns in the award of Section 3 covered contracts as follows:

(i) Bids shall be solicited from all businesses (Section 3 business concerns, and non-Section 3 business concerns). An award shall be made to the qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid-

(A) is within the maximum total contract price established in the contracting party's budget for the specific project for which bids are being taken, and

(B) is no more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

When the lowest responsive bid is:

X = lesser of:

Less than \$100,000	10% of that bid or \$9,000
At least \$100,000, but less than \$200,000	9% of that bid, or \$16, 000
At least \$200,000 but less than \$300,000	8% of that bid, or \$21,000
At least \$300,000 but less than \$400,000	7% of that bid, or \$24,000
At least \$400,000 but less than \$500,000	6% of that bid, or \$25,000
At least \$500,000 but less than \$1 million	5% of that bid, or \$40,000
At least \$1 million but less than \$2 million	4% of that bid, or \$60,000
At least \$2 million but less than \$4 million	3% of that bid, or \$80,000
At least \$4 million but less than \$7 million	2% of that bid, or \$105,000
\$7 million or more	1 1/2 % of the lowest responsive bid, with no dollar limit.

(ii) If no responsive bid by a Section 3 business concern meets the requirements, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

HUD Compliance and Monitoring

HUD monitors the performance of recipients and contractors. HUD examines employment and contract records for evidence of actions taken to train and employ Section 3 residents and to award contracts to Section 3 businesses. HUD provides technical assistance to recipients and contractors in order to obtain compliance with Section 3 requirements.

There is a complaint process. Section 3 residents and business concerns may file complaints if they think a violation of Section 3 requirements has occurred where a HUD-funded project is planned or underway. Complaints will be investigated; if appropriate, voluntary resolutions will be sought. There are appeal rights to the Secretary. Section 3 residents and businesses may also seek judicial relief.

A Section 3 businesses or resident complaint about a violation of Section 3 requirements shall be made in writing to the local HUD FHEO Office or to:

The Assistant Secretary for Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development 451 Seventh Street, SW, Room 5100
Washington, DC 20410-2000
1-800-669-9777
1-800-927-9276 (TTY)
<http://www.hud.gov>
www.espanol.hud.gov

A written complaint should contain:

Name and address of the person filing the complaint; Name and address of subject of complaint (HUD recipient or contractor); Description of acts or omissions in alleged violation of Section 3; and
Statement of corrective actions sought.

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID

Name of Business

Address of Business

Type of Business:

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

I, (print name and title) _____

Hereby certify that the business entity known as (print business name)

(Please check one)

satisfies ☐

does not satisfy ☐

One or more of the Section 3 Business Concerns as defined above.

If you check "does not satisfy" your proposal will not be deemed non-responsive.

OPTIONAL- to claim the Section 3 Preference-you must complete the "Documentation" section below and include any attachments

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____

OPTIONAL (to claim the Section 3 Preference)

Documentation--

Attached is the following documentation as evidence of Section 3 status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|---|---|
| ☐ Copy of resident lease | ☐ Copy of receipt of public assistance |
| ☐ Copy of evidence of participation in a public assistance program | ☐ Other evidence |

For business entity as applicable:

- | | |
|--|---|
| ☐ Copy of Articles of Incorporation | ☐ Certificate of Good Standing |
| ☐ Assumed Business Name Certificate | ☐ Partnership Agreement |
| ☐ List of owners/stockholders and % ownership of each | ☐ Corporation Annual Report |
| ☐ Organization chart with names and titles and brief function statement | ☐ Latest Board minutes appointing officers |
| | ☐ Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- ☐ List of subcontracted Section 3 business(s) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|---|---|
| ☐ List of all current full-time employees | ☐ List of employees claiming Section 3 status |
| ☐ PHA/IHA Residential lease less than 3 years from day of employment | ☐ Other evidence of Section 3 status less than 3 years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- ☐ Current financial statement
- ☐ Statement of ability to comply with public policy
- ☐ List of owned equipment
- ☐ List of all contracts for the past two years

Name of Business

Address of Business

(Corporate Seal)

Authorizing Name and Signature

Attested by: _____

EXHIBIT H – HUD FORM 5369 INSTRUCTIONS TO BIDDERS FOR CONTRACTS

Document on Following Page

**EXHIBIT I – HUD FORM 5369-A REPRESENTATIONS, CERTIFICATIONS, AND OTHER
STATEMENTS OF BIDDERS**

Document on Following Page

**EXHIBIT J – HUD FORM 5370-EZ GENERAL CONTRACT CONDITIONS FOR SMALL
CONSTRUCTION/DEVELOPMENT CONTRACTS**

Document Posted as Attachment

**EXHIBIT K – HUD FORM 5370-C GENERAL CONDITIONS FOR NON-CONSTRUCTION
SECTION II**

Document Posted as Attachment

EXHIBIT L – HACSB SAMPLE CONTRACT

Document Posted as Attachment

END OF RFP