

**INVITATION FOR BIDS (IFB) 2-2496**

# **DISASTER SUPPLIES**



**ORANGE COUNTY TRANSPORTATION AUTHORITY  
550 South Main Street  
P.O. Box 14184  
Orange, CA 92863-1584  
(714) 560-6282**

**Key IFB Dates**

<b>Issue Date:</b>	<b>June 2, 2022</b>
<b>Question Submittal Date:</b>	<b>June 8, 2022</b>
<b>Bid Submittal Date:</b>	<b>June 16, 2022</b>

## **TABLE OF CONTENTS**

<b>SECTION I: INSTRUCTIONS TO BIDDERS .....</b>	<b>1</b>
<b>SECTION II: KEY CONTRACTUAL TERMS .....</b>	<b>10</b>
<b>SECTION III: SCOPE OF WORK.....</b>	<b>16</b>
<b>SECTION IV: BID PACKAGE.....</b>	<b>23</b>
<b>EXHIBIT A: BID FORM .....</b>	<b>25</b>
<b>EXHIBIT B: PRICE SUMMARY SHEET .....</b>	<b>28</b>
<b>EXHIBIT C: INFORMATION REQUIRED OF BIDDER.....</b>	<b>31</b>
<b>EXHIBIT D: SAFETY SPECIFICATIONS .....</b>	<b>33</b>
<b>EXHIBIT E: STATUS OF PAST AND PRESENT CONTRACTS FORM .....</b>	<b>38</b>
<b>EXHIBIT F: LIST OF SUBCONTRACTORS.....</b>	<b>40</b>
<b>EXHIBIT G: BID OPENING SIGN-IN SHEET.....</b>	<b>42</b>



June 2, 2022

**SUBJECT: NOTICE OF INVITATION FOR BIDS (IFB)  
IFB 2-2496: "DISASTER SUPPLIES"**

**TO: ALL BIDDERS**

**FROM: CONTRACTS ADMINISTRATION AND MATERIALS  
MANAGEMENT DEPARTMENT**

The Orange County Transportation Authority (Authority) invites bids from qualified contractors to provide disaster supplies. The budget for this effort is \$45,000 for an initial three (3)-year term.

**Please note that by submitting a Bid, Bidder certifies that it is not subject to any Ukraine/Russia-related economic sanctions imposed by the State of California or the United States Government including, but not limited to, Presidential Executive Order Nos. 13660, 13661, 13662, 13685, and 14065. Any individual or entity that is the subject of any Ukraine/Russia-related economic sanction is not eligible to submit a Bid. In submitting a Bid, all Bidders agree to comply with all economic sanctions imposed by the State or U.S. Government.**

**Bids must be received in the Authority's office at or before 11:00 a.m. on June 16, 2022.**

Bids delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
600 South Main Street, (Lobby Receptionist)  
Orange, California 92868  
Attention: Gina Torres, Contract Administrator**

Bids delivered using the U.S. Postal Service shall be addressed as follows:

**Orange County Transportation Authority  
Contracts Administration and Materials Management  
P.O. Box 14184  
Orange, California 92863-1584  
Attention: Gina Torres, Contract Administrator**

**Note: The Authority utilizes a third-party delivery service; therefore anticipate a 48-hour delay in delivery of bids mailed to the P.O. box listed above. Bids are considered received once time stamped at the Authority's physical address.**

Bids and amendments received after the date and time specified above will be returned to the bidders unopened.

Bidders are advised that due to current health concerns, bid openings will be held via teleconference instead of in-person. Bidders delivering bids at the Authority's office will be able to call in and listen to the public bid opening via Teleconference at the following call-in number: 1 (916) 550-9867 Conference ID: 352149534#. The bid opening will begin promptly at 11:00 a.m. Callers are requested to dial in and mute the call. Bids are still to be submitted per the instructions of IFB 2-2496. Attendees are advised to complete the sign-in sheet on Exhibit G to this IFB and email it to the undersigned at [gtorres@octa.net](mailto:gtorres@octa.net) no later than noon June 16, 2022. Bidder is responsible for ensuring third-party deliveries arrive at the time and place indicated in this IFB.

Bidders interested in obtaining a copy of this IFB may do so by downloading the IFB from CAMM NET at <https://cammnet.octa.net>.

All bidders interested in doing business with the Authority are required to register their business on-line at CAMM NET. The website can be found at <https://cammnet.octa.net>. From the site menu, click on CAMM NET to register.

To receive all further information regarding this IFB, bidders and sub-contractors must be registered on CAMM NET with the following commodity code for this solicitation selected as part of the vendor's on-line registration profile:

<u>Category:</u>	<u>Commodity:</u>
Security, Safety and Health Services	Disaster Preparedness

Bidders are encouraged to subcontract with small businesses to the maximum extent possible.

All bidders will be required to comply with all applicable equal opportunity laws and regulations.

The award of this contract is subject to receipt of federal, state and/or local funds adequate to carry out the provisions of the agreement including the project specifications.

**SECTION I: INSTRUCTIONS TO BIDDERS**

**SECTION I. INSTRUCTIONS TO BIDDERS****A. EXAMINATION OF BID DOCUMENTS**

By submitting a bid, bidder represents that it has thoroughly examined and become familiar with the work required under this IFB and that it is capable of performing quality work to achieve the Authority's objectives.

**B. ADDENDA**

Any Authority changes to the requirements will be made by written addendum to this IFB. Any written addenda issued pertaining to this IFB shall be incorporated into the terms and conditions of any resulting Agreement. The Authority will not be bound to any modifications to or deviations from the requirements set forth in this IFB as the result of oral instructions. Bidders shall acknowledge receipt of addenda in their bids. Failure to acknowledge receipt of Addenda may cause the bid to be deemed non-responsive to this IFB and be rejected.

**C. AUTHORITY CONTACT**

All questions and/or contacts with Authority staff regarding this IFB are to be directed to the following Contract Administrator:

Gina Torres, Contract Administrator  
Contracts Administration and Materials Management Department  
Phone: 714.560.5566  
Email: gtorres@octa.net

**D. CLARIFICATIONS****1. Examination of Documents**

Should a bidder require clarifications of this IFB, the bidder shall notify the Authority in writing in accordance with Section D. Should it be found that the point in question is not clearly and fully set forth, the Authority will issue a written addendum clarifying the matter which will be sent to all firms registered on CAMM NET under the commodity code specified in this IFB.

**2. Preference for Materials**

In accordance with the California Public Contract Code Section 3400, reference to any equipment, material, article or patented process, by trade name, make, or catalog number, shall not be construed as limiting competition. In those cases where the specifications call for a designated material, product, or service by specific brand or trade name and there is only one brand or trade name listed, the item involves a unique or novel

product application required to be used in the public interest or is the only brand or trade name known to the Authority.

Where the specifications or drawings identify any material, product or service by one or more brand names, whether or not "or equal" is added, and the bidder wishes to propose the use of another item as being equal, approval shall be requested as set forth below.

### **3. Submitting Requests**

- a. All questions, clarifications, or comments must be put in writing and must be received by the Authority no later than 4:00 p.m., on June 8, 2022.
- b. Requests for clarifications, questions and comments must be clearly labeled, "IFB 2-2496 Written Questions". The Authority is not responsible for failure to respond to a request that has not been labeled as such.
- c. Any request for an approved equal must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is equal to or better than the specification requirements. The burden of proof as to the equality, substitutability, and compatibility of proposed alternates or equals shall be upon the bidder, who shall furnish all necessary information at no cost to the Authority. The Authority shall be the sole judge as to the equality, substitutability, and compatibility of proposed alternates or equals.
- d. The following method of delivering written questions is acceptable as long as the questions are received no later than the date and time specified above:
  - (1) Email: gtorres@octa.net

### **4. Authority Responses**

Responses from the Authority will be posted on CAMM NET, no later than five (5) calendar days before the scheduled date of bid opening. Bidders may download responses from CAMM NET at <https://cammnet.octa.net>, or request responses be sent via U.S. Mail by emailing the request to Gina Torres, Contract Administrator.

To receive email notification of Authority responses when they are posted on CAMM NET, bidders and their subcontractors must be registered on CAMM NET with the following commodity code for this solicitation selected as part of the vendor's on-line registration profile:



Category:  
Security, Safety and Health  
Services

Commodity:  
Disaster Preparedness

Inquiries received after 4:00 p.m. on, June 8, 2022, will not be responded to.

**E. SUBMISSION OF BIDS**

**1. Date and Time**

**Bids must be received in the Authority's office at or before 11:00 a.m. on June 16, 2022.**

Bids received after the above-specified date and time will be returned to bidders unopened.

Bids will be publicly opened in the Authority's Administration and Contracts office at the submission time indicated above. Bidders may call 1 (916) 550-9867, and enter Conference ID: 352149534# to hear the preliminary results.

**2. Address**

Bids delivered in person or by a means other than the U.S. Postal Service shall be submitted to the following:

**Orange County Transportation Authority  
Contracts Administration and Materials Management (Camm)  
600 South Main Street, (Lobby Receptionist)  
Orange, California 92868  
Attention: Gina Torres, Contract Administrator**

Or bids delivered using the U.S. Postal Services shall be addressed as follows:

**Orange County Transportation Authority  
Contracts Administration and Materials Management (Camm)  
P.O. Box 14184  
Orange, California 92863-1584  
Attention: Gina Torres, Contract Administrator**

**Note: The Authority utilizes a third-party delivery service: therefore, anticipate a 48-hour delay in delivery of bids mailed to the P.O. Box listed above. Bids are considered received once time stamped at the Authority's physical address.**

**3. Identification of Bids**

Bidder shall submit its bid in a sealed package, addressed as shown above, bearing the bidder's name and address and clearly marked as follows:

**"IFB No. 2-2496, Disaster Supplies"**

Bidder shall be entirely responsible for any consequences, including disqualification of the bid, resulting from any inadvertent opening of unsealed or improperly identified packages. It is the bidder's sole responsibility to see that its bid is received as required.

**4. Acceptance of Bids**

- a. The Authority reserves the right to postpone bid openings for its own convenience.
- b. Bids received and opened by Authority are public information and must be made available to any person upon request.
- c. Submitted bids are not to be copyrighted.

**F. PRE-CONTRACTUAL EXPENSES**

The Authority shall not, in any event, be liable for any pre-contractual expenses incurred by bidder in the preparation of its bid. Bidder shall not include any such expenses as part of its bid.

Pre-contractual expenses are defined as expenses incurred by bidder in:

1. Preparing a bid in response to this IFB;
2. Submitting that bid to the Authority;
3. Negotiating with the Authority any matter related to this bid; or
4. Any other expenses incurred by bidder prior to date of award, if any, of the Agreement.

**G. JOINT BIDS**

Where two or more firms desire to submit a single bid in response to this IFB, they should do so on a prime-subcontractor basis rather than as a joint venture. The Authority intends to contract with a single firm and not with multiple firms doing business as a joint venture.

**H. TAXES**

Bids are subject to State and Local sales taxes. However, the Authority is exempt

from the payment of Federal Excise and Transportation Taxes. Contractor is responsible for payment of all taxes for any goods, services, processes, and operations incidental to or involved in the contract.

**I. PROTEST PROCEDURES**

The Authority has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting the Contract Administrator responsible for this procurement. Any protests filed by a bidder in connection with this IFB must be submitted in accordance with the Authority's written procedures.

**J. DELIVERY**

The items described herein are to be delivered to OCTA's Administrative Offices located at 600 South Main Street, Orange, California 92868. No Loading dock is available.

**K. CASH DISCOUNTS**

Cash/payment discounts will not be considered in the evaluation of bids.

**L. APPENDICES**

Information considered by bidder to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Bidders are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials; appendices should be relevant and brief.

**M. HAZARDOUS SUBSTANCES**

**1. CAL-OSHA Requirements**

All flammable, corrosive, toxic, or reactive materials being bid must have a complete CAL-OSHA Safety Data Sheet (SDS) accompanying the submitted bid.

**2. South Coast Air Quality Management District (SCAQMD)**

All materials (paints, coatings, inks, solvents, and adhesives) shall comply with the volatile organic compounds (VOC) content requirements of the applicable SCAQMD rules.

**3. Notice of Hazardous Substances**

Title 8, California Code of Regulations, Section 5194 (e) (c), states that the employer must inform any contractor employers with employees working in

the employer's workplace of the hazardous substances to which their employees may be exposed while performing their work. In compliance with this requirement, the Authority hereby gives notice to all bidders that the following general categories of hazardous substances are present on the Authority's premises:

- Adhesives, sealant, patching, and coating products
- Antifreezes, coolants
- Cleaners, detergents
- Paints, thinners, solvents
- Pesticides, Petroleum products (diesel and unleaded fuel, oil products)
- Printing, photocopying materials
- Propane Welding materials/compressed gases (e.g., acetylene, oxygen, nitrogen)

More specific information may be obtained from the Authority's Safety and Benefits office at (714) 560-5854, and from Safety Data Sheets (SDS) for individual products.

#### **4. Hazardous Waste Labels**

Containers containing hazardous substances must be labeled with the following information:

- Identity of hazardous substance-chemical name, not manufacturer or trade name;
- Appropriate health warning relative to health and physical hazard; and
- Name and address of manufacturer or other responsible party. All containers containing hazardous substances may be rejected unless containers are properly labeled. Containers of 55 gallons or larger must have either weather resistant labels or the information should be painted directly on the containers.

### **N. CONTRACT AWARD**

Any contract awarded as a result of this IFB, will be awarded to the lowest responsive and responsible bidder and shall be on a lump sum basis, in accordance with the requirements in this IFB. However, Authority reserves the right to award its total requirements to one bidder, or to apportion those requirements among several bidders, as the Authority may deem to be in its best interests. The Authority's intention is to award a blanket purchase order for a three (3)-year initial term and two (2), one (1)-year option terms.

### **O. AUTHORITY'S RIGHTS**

1. The Authority reserves the right to accept or reject any and all bids, or any item or part thereof, or to waive any informalities or irregularities in bids.

2. The Authority reserves the right to withdraw or cancel this IFB at any time without prior notice. The Authority makes no representations that any contract will be awarded to any bidder responding to this IFB.
3. The Authority reserves the right to issue a new IFB for the project.
4. The Authority reserves the right to postpone the bid opening for its own convenience.
5. Each bid will be received with the understanding that acceptance by the Authority of the bid to provide the goods and services described herein shall constitute a contract between the bidder and Authority which shall bind the bidder on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted bid and specifications.
6. The Authority reserves the right to investigate the qualifications of any bidder, and/or require additional evidence of qualifications to perform the work.

**P. PUBLIC RECORDS AND INFORMATION**

Bids received by Authority are considered public information and will be made available to the public if requested to do so.

**Q. FORMS**

**1. Status of Past and Present Contracts Form**

Bidder is required to complete and sign the form entitled "Status of Past and Present Contracts" provided in this IFB and submit as part of the bid. Bidder shall identify the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract. Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid.

A separate form must be completed for each identified contract. Each form must be signed by the Bidder confirming that the information provided is true and accurate. Bidder is required to submit one copy of the completed form(s) as part of its bid.

**2. List of Subcontractors Form**

Bidder shall complete Exhibit F, which lists all subcontractors performing work in excess of one half of one percent (1/2 of 1%) of the bid amount per the instructions set forth in Section I “Instructions to Bidders”.

**3. Bid Opening Sign-In Sheet**

Bidders are advised that an *optional* teleconference for the bid opening on June 16, 2022, at 11:00 a.m. is available. **The specific call-in number for this bid opening is 1 (916) 550-9867 Conference ID: 352149534#. The bid opening will begin promptly at 11:00 a.m. Callers are requested to dial in and mute the call. Bids are still to be submitted per the instructions of IFB 2-2496** Attendees are advised to complete the sign-in sheet on Exhibit G to this IFB and email it to the undersigned at [gtorres@octa.net](mailto:gtorres@octa.net) no later than noon June 16, 2022.

**SECTION II: KEY CONTRACTUAL TERMS**

## **SECTION II. KEY CONTRACTUAL TERMS**

The following terms and conditions are highlighted to make bidders aware of the contractual parameters of this procurement.

### **A. ACCEPTANCE OF ORDER**

Bidder will be required to accept a written Agreement or Purchase Order in accordance with and including as a part thereof the published notice of Invitation For Bids, the requirements, conditions and specifications, with no exceptions other than those specifically listed in the written Agreement or Purchase Order.

### **B. CHANGES**

By written notice or order, Authority may, from time to time, make changes including but not limited to drawings, designs, specifications, delivery schedules, property and services furnished by Authority. If any such change causes an increase or decrease in price of this Agreement or Purchase Order or in the time required for its performance, the bidder shall promptly notify Authority thereof and assert its claim for adjustment within thirty (30) days after the change is ordered, and an equitable adjustment shall be negotiated. However, nothing in this clause shall excuse the bidder from proceeding immediately with the Agreement or Purchase Order as changed.

### **C. INVOICE AND PAYMENT**

A separate invoice shall be issued for each shipment. Unless otherwise specified in the Agreement or Purchase Order, no invoice shall be issued prior to shipment of goods. Payment due dates, including discount period, will be computed from date of receipt of goods or of correct invoice (whichever is later) to date Authority check is mailed. Any discount taken will be taken on full amount of invoice, unless other charges are itemized and discount thereon is specifically disallowed.

### **D. WARRANTIES**

1. Bidder warrants to Authority that, for a period of one year following Authority's inspection and acceptance of each item delivered hereunder, each item shall conform to the requirements hereof and will be free from defects. In addition to other remedies, which may be available, the Authority may, at its option, return any nonconforming or defective items to bidder and/or require correction or replacement of said item at the location of the item when the defect is discovered, all at bidder's risk and expense. If Authority does not require correction or replacement of nonconforming or defective items, bidder shall repay such portion of the payment specified herein or such additional amount as is equitable under the circumstances. Authority's rights hereunder are in addition to, but not limited by, bidder's standard warranties. Inspection and acceptance of items by Authority, or



payment therefore, shall not relieve bidder of its obligations hereunder.

2. Any supplies or parts thereof corrected or furnished in replacement pursuant to this clause shall also be subject to all the provisions of this clause to the same extent as supplies initially delivered.

**E. EXCESS REPROCUREMENT LIABILITY**

Bidder shall be liable to Authority for all expenses incurred by Authority in reprocurring elsewhere the same or similar items or services offered by bidder hereunder, should bidder fail to perform or be disqualified for failure to meet the terms and conditions set forth herein.

**F. PACKING AND SHIPPING**

All items shall be prepared for shipment and packed to prevent damage or deterioration and shipped at the lowest transportation rates in compliance with carrier tariffs. All shipments to be forwarded on one day, via one route, shall be consolidated. Each container shall be consecutively numbered, and marked with the herein Agreement or Purchase Order and part numbers. Container and Agreement or Purchase Order numbers shall be indicated on bill of lading. Two copies of packing slips, showing Agreement or Purchase Order number, shall be attached to No. 1 container of each shipment. Items sold F.O.B. origin shall be shipped prepaid. No charges will be paid by Authority for preparation, packing, crating, cartage or freight.

**G. TITLE AND RISK OF LOSS**

Unless otherwise provided in the Agreement or Purchase Order, bidder shall have title to and bear the risk of any loss of or damage to the items purchased hereunder until they are delivered in conformity with this Agreement or Purchase Order at the F.O.B. point specified herein, and upon such delivery title shall pass from bidder and bidder's responsibility for loss or damage shall cease, except for loss or damage resulting from bidder's negligence. Passing of title upon such delivery shall not constitute acceptance of the item by Authority.

**H. NEW MATERIALS**

Except as to any supplies and components which this Agreement or Purchase Order specifically provides need not be new, the bidder represents that the supplies and components to be provided under this Agreement or Purchase Order are new and of recent manufacture (not used or reconditioned or recycled, and not of such age or so deteriorated as to impair their usefulness or safety). If at any time during the performance of this Agreement or Purchase Order, the bidder believes that the furnishing of supplies or components which are not new is necessary or desirable, bidder shall notify the Authority immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the Authority if authorization to use such supplies is granted.

**I. INSPECTION AND ACCEPTANCE**

All items are subject to final inspection and acceptance by Authority at destination. Final inspection will be made within a reasonable time after receipt of items hereunder.

Payment will be made within a reasonable time after inspection and formal acceptance of the equipment by the Authority.

**J. INDEMNIFICATION**

Bidder shall indemnify, defend and hold harmless Authority, its officers, directors, employees and agents from and against any and all claims (including attorneys' fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct by bidder, its officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of the performance of this Agreement or Purchase Order.

**K. INFRINGEMENT INDEMNITY**

In lieu of any other warranty by Authority or bidder against infringement, statutory or otherwise, it is agreed that bidder shall defend at its expense any suit against Authority based on a claim that any item furnished under this Agreement or Purchase Order or the normal use or sale thereof infringes any United States Letters Patent or copyright, and shall pay costs and damages finally awarded in any such suit, provided that bidder is notified in writing of the suit and given authority, information and assistance at bidder's expense for the defense of the suit. Bidder, at no expense to Authority, shall obtain for Authority the right to use and sell said item, or shall substitute an equivalent item acceptable to Authority and extend this patent indemnity thereto.

**L. SUBCONTRACTORS AND ASSIGNMENTS**

Neither this Agreement nor Purchase Order, nor any interest herein, nor any claim hereunder, may be assigned by the bidder either voluntarily or by operation of law, nor may all or substantially all of this Agreement or Purchase Order be further subcontracted by the bidder without the prior written consent of the Authority. No consent shall be deemed to relieve the bidder of its obligations to comply fully with the requirements hereof.

**M. DISPUTES**

This Agreement or Purchase Order shall be construed and all disputes hereunder shall be settled in accordance with the laws of the State of California. Pending final resolution of a dispute hereunder, bidder shall proceed diligently with the performance of this Agreement or Purchase Order.

**N. NOTICE OF LABOR DISPUTE**

Whenever bidder has knowledge that any actual or potential labor dispute may delay this Agreement or Purchase Order, bidder shall immediately notify and submit all relevant information to Authority. Bidder shall insert the substance of this entire clause in any subcontract hereunder, as to which a labor dispute may delay this Agreement or Purchase Order.

**O. AUDIT AND INSPECTION OF RECORDS**

Bidder and/or subcontractors shall provide Authority, or other agents of Authority, such access to bidder's and/or subcontractor's accounting books, records, payroll documents and facilities as Authority deems necessary to examine, audit, and inspect all books, records, work data, documents and activities directly related hereto. Bidder shall maintain books, records, data and documents according to generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during bidder's performance hereunder and for a period of four (4) years from the date of final payment by Authority hereunder.

**P. PROHIBITED INTEREST**

The bidder covenants that, for the term of this agreement, no member, director, officer or employee of the Authority during his/her tenure in office or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**Q. RIGHTS IN DATA**

Bidder agrees that all data including, but not limited to, drawings, tapes, software, photo prints and other graphic information required to be furnished under this Agreement or Purchase Order, together with any other information presented orally, shall be furnished with unlimited rights and as such, shall be free from proprietary restriction except as elsewhere authorized in this Agreement or Purchase Order. Bidder further agrees that all such data are owned by Authority and that bidder shall have no interest or claim thereto, and that said data is subject to the provisions of the Freedom of Information Act, 5 USC 552.

**R. FEDERAL, STATE AND LOCAL LAWS**

Bidder warrants that in the performance of this Agreement or Purchase Order it shall comply with all applicable federal, state, and local laws and ordinances and all lawful orders, rules and regulations.

**S. EQUAL EMPLOYMENT OPPORTUNITY**

If awarded an Agreement or Purchase Order resulting from this IFB, bidder shall not discriminate against any employee or applicant for employment because of

race, religion, color, sex, age or national origin. The bidder shall take affirmative action to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, age or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

#### **T. TERMINATION**

Authority may terminate this Agreement for its convenience at any time, in whole or part, by giving successful bidder written notice thereof. Upon termination, the Authority may pay the successful bidder allowable costs incurred to date of termination, and those costs deemed reasonably necessary by the Authority to effect such termination. In addition, the Authority may pay the successful bidder a percentage of profit, which relates to Agreement work, accomplished to date of termination, which shall be the date of notice of termination.

The Authority may terminate the Agreement if a federal or state proceeding for the relief of debtors is undertaken by or against the successful bidder or if the successful bidder makes an assignment for the benefit of creditors, or in the event the successful bidder breaches the terms or violates the conditions of the Agreement, and does not within ten (10) days thereafter, cure such breach or violation, the Authority may immediately terminate the Agreement for default. The successful bidder shall be liable for any and all costs incurred by the Authority as a result of such default, including but not limited to procurement costs of the same or similar services defaulted by the successful bidder under this Agreement.

#### **U. CONFLICT OF INTEREST**

All bidders responding to this IFB must avoid organizational conflicts of interest, which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships or contracts, a bidder is unable, or potentially unable to render impartial assistance or advice to the Authority; a bidder's objectivity in performing the work identified in the Project Specifications is or might be otherwise impaired; or a bidder has an unfair competitive advantage. Conflict of Interest issues must be fully disclosed in the bidder's bid.

#### **V. CODE OF CONDUCT**

All bidders agree to comply with the Authority's Code of Conduct as it relates to Third-Party contracts, which is hereby referenced and by this reference is incorporated herein. All bidders agree to include these requirements in all of its subcontracts.

**SECTION III: SCOPE OF WORK**

## **SCOPE OF WORK**

### **DISASTER SUPPLIES**

#### **1. Introduction**

As a governmental agency with emergency response requirements in the community, the Orange County Transportation Authority (OCTA) must maintain a degree of readiness to respond to those needs in the event of a large-scale emergency or disaster. A part of that preparedness is ensuring that the organization can support its staff who may have to remain during a disaster to support OCTA operations. As such the agency maintains a cache of emergency supplies at each of its facilities for such purposes.

OCTA is seeking a qualified Firm to establish a blanket purchase order (BPO) with to meet the restocking needs of the OCTA for disaster supplies. The BPO will be effective immediately upon contract execution. Purchases made under this BPO are not to exceed a total of \$15,000 per OCTA fiscal year (July 1 to June 30).

#### **2. Types of items required**

The attached list, provided as Attachment A to this IFB, represents a selection of products that OCTA may purchase. Firm shall meet the contract requirements and supply needs of OCTA. Based on the future needs of the OCTA, additional products may be added to the approved product list after contract execution from the Firm's published catalog of products upon mutual agreement of both parties.

OCTA has no specific brand preferences or requirements, except where specified.

All items must be in new condition. Remanufactured or repaired products will not be accepted. Any products that contain any type of facemask must only contain a generic dust mask that is not a regulated product by National Institute for Occupational Safety and Health (NIOSH) or California Occupational safety and Health Administration (CalOSHA). Masks designated as N95, N100, P100 or any other respirator type regulated by NIOSH or CalOSHA will not be accepted. Products that contain medications must have such medications packaged in a "single-use" package. Medications packaged in bottles or in any other type of multi-use container will not be accepted. Any medications purchased will only be those that can be obtained "over-the-counter" in the State of California. OCTA will not purchase any medication requiring a prescription or other authorization from a physician.

Any food or water products intended for human-consumption must have a minimum of a twenty (20)-year shelf life as stated by the manufacture. Delivered food or water products intended for human-consumption must have at least fifteen (15) years of shelf life remaining on each item at the time of delivery to OCTA. Products with any less time until expiration will not be accepted.

### 3. Individuals authorized to place orders

OCTA authorizes only the following staff to place orders or return products using this agreement:

- Katrina Faulkner  
Manager, Security & Emergency Preparedness
- Matt Ankley, Emergency Management Specialist, Security & Emergency Preparedness
- Kristie Scott  
Administrative Specialist, Security & Emergency Preparedness

Individuals may be added or removed from this list at the written direction of the Manager, Security & Emergency Preparedness or Emergency Management Specialist

### 4. Delivery of ordered items

- 4.1 Firm shall include their standard shipping fee information.
- 4.2 Orders placed using this BPO shall be delivered within five (5) business days after order is received by Firm unless another date is approved in writing by an authorized OCTA representative.
- 4.3 Orders will be shipped and delivered to this address, unless another location is specified in writing by an authorized OCTA representative:  
  

Orange County Transportation Authority  
 ATTN: Security and Emergency Preparedness  
 600 South Main Street  
 Orange, CA 92868  
 (714) 560-5760
- 4.4 Each order shipped must contain a packing slip which matches to the order placed and clearly and legibly lists the items contained within the shipment.
- 4.5 Shipping labels and packing slips must have the following information printed on them in addition to the vendor's normal addressing: "ATTN: Security & Emergency Preparedness, Purchase Order # \_\_\_\_\_"

**5. Invoice and payments**

- 5.1 Invoices will be paid within thirty (30) days after receipt of invoice by OCTA.
- 5.2 Invoices will be mailed to this address only:  
OCTA – Accounts Payable  
PO Box 14184  
Orange, CA 92863-1584
- 5.3 Invoices will be clearly marked, easily read, match the packing slip shipped with the ordered items, include the Purchase Order Number, and reference the name of the OCTA staff member who placed the order.
- 5.4 Backordered items will not be invoiced or paid until the items have been received by OCTA

**6. Warranty and Returns**

- 6.1 The warranty conditions and warranty period, if any after delivery, shall be listed for each item.
- 6.2 Items received which are damaged upon delivery will be returned and replaced with a completely new item at no cost to OCTA; repairs & re-conditioned items are not acceptable replacements for such damaged items unless pre-approved by an authorized OCTA representative. Shipping costs will be paid by Firm, not OCTA, for such returns.
- 6.3 Firm is responsible to ensure that if OCTA receives items from Firm which have already aged past the start of manufacturer's warranty period, Firm will exchange the item(s) or provide warranty repair/replacement per the warranty period stated on Firm's response.
- 6.4 Firm shall make clear how OCTA is to handle warranty repairs/replacements. Whether handed by Firm or by the manufacturers, Firm shall supply contact information and procedures for OCTA to use to process warranty repairs/replacements.



This list below is a selection of products that OCTA may like to purchase, and that the Firm shall include in the bid list of products for this BPO. Items listed in this Attachment A or in the Firm's bid response do not imply any guaranteed minimum or maximum usage by OCTA. Based on the future needs of OCTA, additional products may be added to the approved product list after contract execution from the Firm's published catalog of products upon mutual agreement of both parties.

OCTA has no specific brand preferences or requirements, except where specified.

Important reminders as to item contents:

- Any products that contain any type of facemask shall only contain a generic dust mask that is not a regulated product by NIOSH or CalOSHA. Masks designated as N95, N100, P100 or any other respirator type regulated by NIOSH or CalOSHA will not be accepted.
- Products that contain medications must have such medications packaged in a "single-use" package. Medications packaged in bottles or in any other type of multi-use container will not be accepted.
- Any medications purchased shall only be those that can be obtained "over-the-counter" in the state of California. OCTA will not purchase any medication requiring a prescription or other authorization from a physician.

Any food or water products intended for human-consumption must have a minimum of a twenty (20)-year shelf life as stated by the manufacture. Delivered food or water products intended for human-consumption must have at least fifteen (15) years of shelf life remaining on each item at the time of delivery to OCTA.

<b>Item Type</b>	<b>Contents or Description</b>	
<b>3-Day Disaster Kit for an Individual, Small</b>  <b>Annual Est Qty: 20</b>	(1) Zipper-closure bag with shoulder-strap for contents (1) Dust mask (1) Emergency thermal blanket (1) Emergency poncho (1) Whistle with lanyard (2) 12-hour "bend and snap"-type light sticks (6) 4 oz. emergency water pouches [5-year shelf life – U.S. Coast Guard approved]	(1) 2,400–calorie food bar (12 200–calorie portions) [5–year shelf life – U.S. Coast Guard approved] (6) Moist towelettes (1) Personal First Aid Kit that includes: <ul style="list-style-type: none"> <li>• (8) Plastic 3/4 X 3"</li> <li>• (4) Antiseptic Wipes</li> <li>• (2) Plastic 2" X 3" Patch</li> <li>• (2) Woven Knuckle bandages</li> <li>• (2) Pair Nitrile Gloves</li> </ul>

<b>Item Type</b>	<b>Contents or Description</b>	
<b>Individual First Aid Kit</b>  <b>Annual Est Qty: 20</b>	(1) Trauma Shears (1) CAT Tourniquet (1) 6" Israeli Bandage (1) ACE Bandage 4" x 5 yds. (1) Large Nitrile Gloves – Pair (1) Halo Chest Shield – Pkg. of 2 (1) Compressed Gauze 4.5" x 4.1 yds	(1) Triangular Bandage – 40" x 40" x 56" (1) Hemostatic Bandage, Combat gauze Z-Fold, 3" x 4 yds. (1) CPR Mask Including Gloves, Wipe and Mask (1) Indelible Marker

<b>Item Type</b>	<b>Contents or Description</b>	
<b>Cot, Military Style, Oversize</b>  <b>Annual Est Qty: 25</b>	82"L x 32"W Weight limit of 350 lbs.	

<b>Item Type</b>	<b>Contents or Description</b>	
<b>Linen Set</b>  <b>Annual Est Qty: 50</b>	(2) Cot sheet (90"L x 54"W) (1) Polar Fleece Acrylic blank (74"L x 63"W), individually vacuum packed (1) Pillow, 100% Polyester fiber (23"L x 19"W), individually vacuum packed	(1) Pillow case, Cotton-Polyester blend, (23"L x 9"W) (1) Nylon Laundry Bag (30"L x 20"W)

<b>Item Type</b>	<b>Contents or Description</b>	
<b>14-Day Emergency Food Supply</b>  <b>Annual Est Qty: 8</b>	25-year shelf life; requiring no refrigeration.	

<b>Item Type</b>	<b>Contents or Description</b>	
<b>Emergency Water Supply</b>  <b>Annual Est Qty: 132 Cases</b>	20-year shelf life; packaged in one (1) liter bottles. Six (6) bottles in a case.	

<b>Item Type</b>	<b>Contents or Description</b>	
<b>Emergency LED Flashlight</b>  <b>Annual Est Qty: 25</b>	<p>Three modes and strobe:</p> <ul style="list-style-type: none"> <li>– <b>High</b> for a super-bright beam – 350 lumens; 24,000 candela peak beam intensity; 310 meter beam distance; runs 2 hours</li> <li>– <b>Medium</b> for bright light and longer run times – 175 lumens; 12,000 candela peak beam intensity; 219 meter beam distance; runs 3.75 hours</li> <li>– <b>Low</b> for light without glare and extended run times – 85 lumens; 6,000 candela peak beam intensity; 155 meter beam distance; runs 7.25 hours</li> <li>– <b>Strobe</b> for disorienting or signaling your location; runs 5.5 hours</li> </ul> <p>Deep-dish parabolic reflector produces a concentrated beam with optimum peripheral illumination.</p>	<p>10 hr. steady charge, 2.5 hr. fast charge, or Piggyback charger options</p> <p>Machined aircraft aluminum body with non-slip rubberized comfort grip</p> <p>IPX4 water-resistant; 1 meter impact resistance tested</p> <p>Unbreakable polycarbonate lens with scratch-resistant coating. <b>C4® LED:</b> impervious to shock with a 50,000-hour lifetime</p> <p>3-cell, 3.6 Volt NiCd sub-C battery, rechargeable up to 1000 times.</p> <p>3-cell, 3.6 Volt NiMH sub-C battery, rechargeable up to 1000 times.</p>

**SECTION IV: BID PACKAGE**

**SECTION IV. BID PACKAGE**

The bidder shall complete all the forms identified below. The bid may not contain exceptions to or deviations from the terms or requirements of this IFB.

**EXHIBIT A. BID FORM**

The bidder must complete the Bid Form. In addition to providing the lump sum bid, the bidder affirms that the Bid Form statements are true and correct.

**EXHIBIT B. PRICE SUMMARY SHEET**

**EXHIBIT C. INFORMATION REQUIRED OF BIDDER**

Bidder must provide all the information requested in this form.

**EXHIBIT E. STATUS OF PAST AND PRESENT CONTRACTS FORM**

**EXHIBIT F. LIST OF SUBCONTRACTORS**

**EXHIBIT A: BID FORM**

**BID FORM**

INVITATION FOR BIDS NUMBER: 2-2496

DESCRIPTION: DISASTER SUPPLIES

BIDDER'S NAME AND ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

I acknowledge receipt of IFB and Addenda Numbers: \_\_\_\_\_

AUTHORIZED SIGNATURE TO BIND BID: \_\_\_\_\_

PRINT SIGNER'S NAME AND TITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Effective for an initial three (3)-year term for the Authority's requirements on an "as-needed" basis, with no guaranteed usage as specified in Exhibit A entitled "Bid Form."

Quantities listed on the Bid Summary Sheet are for evaluation purposes only and do not imply any guaranteed minimum or maximum usage by the Authority. Prices quoted shall remain firm for the term of the Blanket Purchase Order.

All freight costs to be included in the bidder's price as the terms shall be F.O.B. destination.

Deliveries will be made to the following address:

- 600 South Main Street, Orange, CA 92868

Enter below the price for each of the items described in the Scope of Work and Price Summary Sheet, Exhibit B. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a time and expense price contract.

Bidder must bid all items on Exhibit B, Price Summary Sheet, or shall be deemed non-responsive.

Are there any additional and/or incidental costs necessary in order to fully comply with the procurement of parts? Yes/No

If "yes", please provide a complete and comprehensive listing of all such costs:

---

---

Cash discount allowable \_\_\_%\_\_\_ days: unless otherwise stated, payment terms are: Net 30 days. Cash/payment discounts will not be considered in the evaluation of bids.

This bid shall be in effect for 120 days after the bid close date.



**EXHIBIT B: PRICE SUMMARY SHEET**

**PRICE SUMMARY SHEET**

Enter below the firm-fixed price for the items listed below. Prices shall include direct costs, indirect costs, taxes and profits. The Authority's intention is to award a time and expense price contract.

ITEM	EST QTY	DESCRIPTION	UNIT	MFG AND P/N QUOTED	YEAR 1 UNIT PRICE July 1, 2022 – June 30, 2023	YEAR 2 UNIT PRICE July 1, 2023 – June 30, 2024	YEAR 3 UNIT PRICE July 1, 2024 – June 30, 2025
1	20	3-DAY DISASTER KIT FOR AN INDIVIDUAL, SMALL	EA		\$ _____	\$ _____	\$ _____
2	20	INDIVIDUAL FIRST AID KIT	EA		\$ _____	\$ _____	\$ _____
3	25	COT, MILITARY STYLE, OVERSIZE	EA		\$ _____	\$ _____	\$ _____
4	50	LINEN SET	EA		\$ _____	\$ _____	\$ _____
5	8	14-DAY EMERGENCY FOOD SUPPLY	EA		\$ _____	\$ _____	\$ _____
6	132	EMERGENCY WATER SUPPLY	CASES		\$ _____	\$ _____	\$ _____
7	25	EMERGENCY LED FLASHLIGHT	EA		\$ _____	\$ _____	\$ _____

SUBTOTAL EXTENDED EACH YEAR

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

SALES TAX 7.75%

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

SHIPPING (per delivery)

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL FOR ALL THREE YEARS**

**\$ \_\_\_\_\_**

- DISCOUNT OFF PUBLISHED LIST PRICE FOR ITEMS NOT LISTED \_\_\_\_%

QUANTITIES LISTED ARE FOR EVALUATION PURPOSES ONLY, NO GUARANTEED USAGE

Firm Name \_\_\_\_\_

ITEM	EST QTY	DESCRIPTION	UNIT	MFG AND P/N QUOTED	OPTION YEAR 1 UNIT PRICE July 1, 2025 – June 30, 2026	OPTION YEAR 2 UNIT PRICE July 1, 2026 – June 30, 2027
1	20	3-DAY DISASTER KIT FOR AN INDIVIDUAL, SMALL	EA		\$ _____	\$ _____
2	20	INDIVIDUAL FIRST AID KIT	EA		\$ _____	\$ _____
3	25	COT, MILITARY STYLE, OVERSIZE	EA		\$ _____	\$ _____
4	50	LINEN SET	EA		\$ _____	\$ _____
5	8	14-DAY EMERGENCY FOOD SUPPLY	EA		\$ _____	\$ _____
6	132	EMERGENCY WATER SUPPLY	CASES		\$ _____	\$ _____
7	25	EMERGENCY LED FLASHLIGHT	EA		\$ _____	\$ _____

SUBTOTAL EXTENDED EACH YEAR

\$ \_\_\_\_\_ \$ \_\_\_\_\_

SALES TAX 7.75%

\$ \_\_\_\_\_ \$ \_\_\_\_\_

SHIPPING (per delivery)

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

- DISCOUNT OFF PUBLISHED LIST PRICE FOR ITEMS NOT LISTED \_\_\_\_%

QUANTITIES LISTED ARE FOR EVALUATION PURPOSES ONLY, NO GUARANTEED USAGE

Firm Name \_\_\_\_\_

**EXHIBIT C: INFORMATION REQUIRED OF BIDDER**

**INFORMATION REQUIRED OF BIDDER**

The bidder is required to supply the following information. Additional sheets may be attached if necessary.

1. Name of Bidder: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Telephone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_
4. Type of Firm - Individual, Partnership or Corporation: \_\_\_\_\_
5. Corporation organized under the laws of state of: \_\_\_\_\_
6. Contractor's License No.: \_\_\_\_\_ Class \_\_\_\_\_ Years of Experience: \_\_\_\_\_
7. Expiration Date of License: \_\_\_\_\_
8. Is your firm a certified small business in California? Yes \_\_\_\_\_ No \_\_\_\_\_
9. List the names and addresses of all owners of the firm or names and titles of all officers of the corporation:
10. List at least three project references for services rendered in the last two years:

Type of Service/Product	Date Completed	Name and Address of Owner	Contact Name and Phone Number	Total Cost

**EXHIBIT D: SAFETY SPECIFICATIONS**

## **SAFTY SPECIFICATIONS**

### **PART I – GENERAL**

#### **1.1 GENERAL HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS**

- A. The Contractor, its subcontractors, suppliers, and employees have the obligation to comply with all Authority health, safety and environmental compliance department (HSEC) requirements of this safety specification, project site requirements, bus yard safety rules, as well as all federal, state, and local regulations pertaining to scope of work, contracts or agreements with the Authority. Additionally, manufacturer requirements are considered incorporated by reference as applicable to this scope of work.
- B. Observance of repeated unsafe acts or conditions, serious violation of safety standards, non-conformance of Authority health, safety and environmental compliance department (HSEC) requirements, or disregard for the intent of these safety specifications to protect people and property, by Contractor or its subcontractors may be cause for termination of scope or agreements with the Authority, at the sole discretion of the Authority.
- C. The health, safety, and environmental requirements, and references contained within this scope of work shall not be considered all-inclusive as to the hazards that might be encountered. Safe work practices shall be planned and performed, and safe conditions shall be maintained during this work scope.
- D. The Authority Project Manager shall be responsible to ensure a safety orientation is conducted of known potential hazards and emergency procedures for all Contractor personnel, subcontractors, suppliers, vendors, and new employees assigned to the project prior to commencement of the project.
- E. The Contractor shall ensure that all Contractor vehicles, including those of its subcontractors, suppliers, vendors and employees are parked in designated parking areas, and comply with traffic routes, and posted traffic signs in areas other than the employee parking lots.
- F. California Code of Regulations (CCR) Title 8 Standards are minimum requirements; each Contractor is encouraged to exceed minimum requirements. When the Contractor's safety requirements exceed statutory standards, the more stringent requirements shall be applied for the safeguard of public and employees.

#### **1.2 REGULATORY**

- A. Injury/Illness Prevention Program  
The Contractor shall comply with CCR Title 8, Section with California Code of Regulations (CCR) Title 8, Section 3203. The intent and elements of the IIPP shall be implemented and enforced by the Contractor and its sub-tier

contractors, suppliers, and vendors. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**B. Substance Abuse Prevention Program**

Contractor shall comply with the Policy or Program of the Company's Substance Abuse Prevention Policy that complies with the most recent Drug Free Workplace Act. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**C. Heat Illness Prevention Program**

Contractor shall comply with CCR Title 8, Section, Section 3395, Heat Illness Prevention. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**D. Hazard Communication Program**

Contractor shall comply with CCR Title 8, Section 5194 Hazard Communication Standard. Prior to use on Authority property and/or project work areas Contractor shall provide the Authority Project Manager copies of SDS for all applicable chemical products used, if any. The program shall be provided to the Authority's Project Manager, upon request, within 72 hours.

- a. All chemicals including paint, solvents, detergents and similar substances shall comply with South Coast Air Quality Management District (SCAQMD) rules 103, 1113, and 1171.

**E. Storm Water Pollution Prevention Plan**

The Contractor shall protect property and water resources from fuels and similar products throughout the duration of the contract. Contractor shall comply with Storm Water Pollution Prevention Plan (SWPPP) requirements. The program or plan if required by scope shall be provided to the Authority's Project Manager, upon request, within 72 hours.

**1.3 INCIDENT NOTIFICATION AND INVESTIGATION**

**A. The Authority shall be promptly notified of any of the following types of incidents including but not limited to:**

1. Damage incidents of property (incidents involving third party, contractor or Authority property damage);
2. Reportable and/or Recordable injuries (as defined by the U. S. Occupational Safety and Health Administration), a minor injury, and near miss incidents;
3. Incidents impacting the environment, i.e. spills or releases on Authority projects or property.
4. Outside Agency Inspections; agencies such as Cal/OSHA, DTSC, SCAQMD, State Water Resources Control Board, FTA, CPUC, EPA, USACE and similar agencies.



- B. Notifications shall be made to Authority representatives, employees and/or agents. This includes incidents occurring to contractors, vendors, visitors, or members of the public that arise from the performance of Authority contract work. An immediate verbal notice followed by an initial written incident investigation report shall be submitted to the Authority's Project Manager within 24 hours of the incident.
- C. A final written incident investigative report shall be submitted within seven (7) calendar days and include the following information. The Current Status of anyone injured, photos of the incident area, detailed description of what happened, Photos of the existing conditions and area of the injury/incident, the contributing factors that lead to the incident occurrence, a copy of the company policy or procedure associated with the incident and evaluation of effectiveness, copy of task planning documentation, copy of the Physician's first report of injury, copy of Cal/OSHA 300 log of work related injuries and illnesses, the Cal/OSHA 301 Injury Illness Incident Report, and corrective actions initiated to prevent recurrence. This information shall be considered the minimum elements required for a comprehensive incident report provided to OCTA.
- D. A Serious Injury, Serious Incident, OSHA Recordable Injury/Illness, or a Significant Near Miss shall require a formal incident review at the discretion of the Authority's Project Manager. The incident review shall be conducted within seven (7) calendar days of the incident. This review shall require a company senior executive, company program or project manager from the Contractors' organization to participate and present the incident review as determined by the OCTA Project Manager. The serious incident presentation shall include action taken for the welfare of the injured, a status report of the injured, causation factors that lead to the incident, a root cause analysis (using 5 whys and fishbone methods), and a detailed recovery plan that identifies corrective actions to prevent a similar incident, and actions to enhance safety awareness.
1. Serious Injury: includes an injury or illness to one or more employees, occurring in a place of employment or in connection with any employment, which requires inpatient hospitalization for a period in excess of twenty-four hours for other than medical observation, or in which an employee suffers the loss of any member of the body, or suffers any serious degree of physical disfigurement. A serious injury also includes a lost workday or reassignment or restricted injury case as determined by the Physician's first report of injury or Cal/OSHA definitions.
  2. Serious Incident: includes but not limited to property damage of \$500.00 or more, an incident requiring emergency services (local fire, paramedics and ambulance response), news media or OCTA media relations response, and/or incidents involving other agencies (Cal/OSHA, EPA, AQMD, DTSC, Metrolink, FTA, FRA etc.) notification or representation.
  3. OSHA Recordable Injury / Illness: includes and injury / illness resulting in medical treatment beyond First Aid, an injury / illness which requires restricted duty, or an injury / illness resulting in days away from work.

4. Significant Near Miss Incident: includes incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

#### 1.4 DESIGNATED HEALTH AND SAFETY REPRESENTATIVE

- A. Upon contract award, the contractor within 10 business days shall designate a health and safety representative and provide a resume and qualifications to the Authority project manager, upon request, within 72 hours.
- B. This person shall be a competent or qualified individual as defined by the Occupational, Safety, and Health Administration (OSHA), familiar with applicable CCR Title 8 Standards (Cal/OSHA) and has the authority to affect changes in work procedures that may have associated cost, schedule and budget impacts.

#### 1.5 PERSONAL PROTECTIVE EQUIPMENT

- A. The Contractor, its subcontractors, suppliers, and employees are required to comply with applicable personal protective equipment (PPE) requirements while performing work at any Authority project or property. Generally minimum PPE requirements include eye protection; hearing protection, head protection, class 2 or 3 safety reflective vests, and appropriate footwear.
- B. The Contractor, its subcontractors, suppliers, and employees are required to provide their own PPE, including eye, head, foot, and hand protection, safety vests, or other PPE required to perform their work safely on Authority projects or property. The Authority requires eye protection on construction projects and work areas that meet ANSI Z-87.1 Standards.

#### 1.6 REFERENCES

- A. CCR Title 8 Standards (Cal/OSHA)
- B. FCR Including 1910 and 1926 Standards
- C. NFPA, NEC, ANSI, NIOSH Standards
- D. Construction Industry Institute (CII)
- E. OCTA Yard Safety Rules

END OF SECTION

**EXHIBIT E: STATUS OF PAST AND PRESENT CONTRACTS FORM**

### **STATUS OF PAST AND PRESENT CONTRACTS FORM**

On the form provided below, Offeror/Bidder shall list the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract.

A separate form must be completed for each contract. Offeror/Bidder shall provide an accurate contact name and telephone number for each contract and indicate the term of the contract and the original contract value. Offeror/Bidder shall also provide a brief summary and the current status of the litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations. If the contract was terminated, list the reason for termination.

Offeror/Bidder shall have an ongoing obligation to update the Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of the bid. Each form must be signed by an officer of the Offeror/Bidder confirming that the information provided is true and accurate.

<b>Project city/agency/other:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Project Award Date:</b>	<b>Original Contract Value:</b>
<b>Term of Contract:</b>	
<b>(1) Litigation, claims, settlements, arbitrations, or investigations associated with contract:</b>	
<b>(2) Summary and Status of contract:</b>	
<b>(3) Summary and Status of action identified in (1):</b>	
<b>(4) Reason for termination, if applicable:</b>	

By signing this Form entitled "Status of Past and Present Contracts," I am affirming that all of the information provided is true and accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT F: LIST OF SUBCONTRACTORS**

**LIST OF SUBCONTRACTORS**

List only the subcontractors which will perform work or labor or render services to the Bidder in excess of one-half of one percent of the Bidder's total bid amount. Do not use alternative subcontractors for the same work. (Use additional sheets if necessary.)

Name & Address Under Which Subcontractor is Licensed	License Number	Specific Description of Work to be Rendered	Type	Dollar Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$

<b>TOTAL VALUE OF SUBCONTRACTED WORK</b>	\$
--	----

Bidder's Name: \_\_\_\_\_

**EXHIBIT G: BID OPENING SIGN-IN SHEET**

**BID SIGN-IN SHEET  
IFB 2-2496  
“Disaster Supplies”  
June 16, 2022, 11:00 a.m.**

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

Company: \_\_\_\_\_