

REQUEST FOR QUALIFICATIONS

for

Managed Print Services

14-15/09



PORT OF OAKLAND

PURCHASING DEPARTMENT
530 WATER STREET
OAKLAND, CA 94607



PORT OF OAKLAND

REQUEST FOR QUALIFICATIONS

RFQ No.: 14-15/09, Managed Print Services

The Port of Oakland (the "Port"), Oakland, California, through the Purchasing Department, is hereby soliciting competitive statements of qualification for the above mentioned project. The successful company will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Qualification Information

| | |
|--|--|
| Qualification Title | Managed Print Services |
| Qualification Type | Goods and Services |
| Qualification Number | 14-15/09 |
| Qualification Issued | July 28, 2014 |
| Issuing Department | Information Technologies |
| Mandatory Pre-Qualification Meeting | August 18, 2014 at 10:00 a.m. Port of Oakland, 530 Water Street, Oakland, CA 94607 (1 st Floor Exhibit Room) |
| Scheduled Publication Date | July 31, 2014 |
| Qualification Due Date | September 16, 2014 at 11:00 a.m. |

Instructions for Submitting Qualifications

| | |
|--|--|
| Submittal Address | Port of Oakland Purchasing Department Attn: Nickulaus Sioson 530 Water Street Oakland, CA 94607 |
| Submittal Copies | One (1) Original copy clearly marked "Original" and six (6) Copies marked "Copy". |
| Submittal Envelope Requirements | Qualifications must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none">• Qualification Number• Name of Your Company• Address• Phone Number |
| Late Submittals | Qualifications received after the time and date stated above shall be returned unopened to the Respondent. |

How to Obtain Qualification Documents

Copies of the Qualification documents may be obtained at:

| Available | Location |
|-----------|---|
| Yes | Port of Oakland--Purchasing Department 530 Water Street Oakland, CA 94607 Monday through Friday 9:00 AM to 4:00 PM (510) 627-1140 |
| Yes | http://www.portoakland.com/opportunities/bidsrfpsrfqs.aspx Or navigate to the Port of Oakland's main website at: http://www.portoakland.com/ , then click on "Business" then on "Opportunities" and then on "Bids/RFPs/RFQs" to download the RFQ. |

Questions about the Qualification

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

| | |
|------------------------------|--|
| Primary Contact | Nicklaus Sioson Email: nsioson@portoakland.com |
| Question/RFI Due Date | August 22, 2014 at 4:00 p.m. Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below. |
| Response Date | August 29, 2014 All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective proposers and placed on the Port's website. Proposers who did not receive a copy of the addendum should download it from the Port's website. See the "How to Obtain Qualification Documents" section for our web address. All addenda must be acknowledged on the RFQ Acknowledgement and Signature form. |

Full Opportunity

The Port's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. It is the policy of the Port of Oakland to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further the Port's policy that no discrimination shall be permitted in small local business participation in Port contracts or in the subcontracting of Port contracts. The successful Respondent shall comply with the Port's non-discrimination policy.

The Port reserves the right to reject any or all Qualifications, to waive any irregularities or informalities not affected by law, to evaluate the Qualifications submitted and to award the contract according to the Qualifications which best serves the interests of the Port.

--John Banisadr, Purchasing Manager

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Attachments:

| Title | | Must Be Returned with Qualifications |
|-------|---|--|
| 1 | Non-Collusion Declaration | Yes |
| 2 | Statement of Equal Employment Opportunity | Yes |
| 3 | RFQ Acknowledgement and Signature Form | Yes |
| 4 | Port of Oakland Non-Discrimination and Small Local Business Utilization Policy A. Chart for Submitting Data for Calculation of Preference Points B. Local Participation Questionnaire | Yes Attachment 4-A and 4-B are required with the Qualifications. (Note: If you are submitting a new Certification Application for preference points, then your completed application is due 7 business days prior to the qualifications due date.) |
| 5 | Non-Discrimination and Small Local Business Utilization Policy Program Affidavit | Yes |
| 6 | City of Oakland City Charter §728 Living Wage Information A. Employer Self-Evaluation for Port of Oakland Living Wage B. Certificate of Compliance—Living Wage | No (Attachment 6-A and 6-B are required after contract award.) |
| 7 | Statement of Living Wage Requirements | Yes |
| 8 | Insurance Acknowledgement Statement | Yes |

| Title | | Must Be Returned with Qualifications |
|-------|---------------------------------------|--|
| 9 | Sample Professional Service Agreement | <p>No</p> <p>(Note: The successful Respondent will execute the Professional Services Agreement if awarded the contract.)</p> |

I. Project Overview

The Port is soliciting Request of Qualifications (RFQs) to prequalify experienced companies to provide full Managed Print Services solution for copiers/printers/multifunctional devices (MFD) for all departments of the Port. The Port has approximately 52 network copiers/multifunction devices, 250 independent/known printers/fax machines, and 2 high volume production reprographics printer/copier. All experienced and officially authorized companies of the MFD and printer manufacturers are welcome to submit Statement of Qualification. After reviewing and evaluating the Statements of Qualifications, the Port will develop a Qualification List of firms who meet the qualification criteria outlined in this (RFQ), and will invited the top 3 to 5 firms (depending on the number of qualifications received) through a formal or informal Request for Proposal (RFP) process, to provide a complete assessment of the current print services environment at the Port, and to provide a complete Managed Print Services solution on how the Port can be more efficient in handling its print services and document management.

Through the subsequent Request for Proposal (RFP) process, the Port's main goal is to select a firm and implement its recommendation and deploy the needed solution to revamp the Port's print services in a more cost efficient and sustainable environment. The Port will award a three-year contract and will have the option to issue two (2) one-year extension not to exceed a total period of 5 years.

About the Port

The Port of Oakland was established in 1927 and oversees the Oakland seaport, Oakland International Airport, Commercial Real Estate, and 20 miles of waterfront. The Oakland seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together, through Port operations and those of its tenants and users, the Port supports nearly 70,000 jobs in the region and over 800,000 jobs across the United States. The Port is an independent department of the City of Oakland.

II. Scope of Services

A. General Scope

It is the intent of this RFQ solicitation to identify suppliers from which the Port of Oakland can select qualified suppliers to furnish, deliver, install, service, support, monitor and manage the MFD and printers at the Port. The Port's preference is to be charged only for a per page print/copy pricing model instead using a traditional lease plus service/per page pricing model; however, traditional lease plus service/per page proposals will be considered.

B. Site Visit and Inspection

After the Port determined the qualification list, successful Respondents who want to participate in the Request for Proposal (RFP) will be given sixty (60) to ninety (90) days to conduct site visit and inspection to assess existing copier/printer/MFD environment at the Port to determine recommended solution and equipment as well as costs/savings anticipated that will be presented as part of the final proposal.

C. Port Offices and Locations

The Port currently has copiers and printers located at all the following Port of Oakland offices and facilities in Oakland, California:

1. Port of Oakland Headquarters - 530 Water Street, Oakland CA 94607
2. Oakland International Airport Port Offices – 1 Airport Dr. Oakland, CA 94621

3. Laz Parking – (Portable Office) 1 Airport Drive, Oakland CA 94621
4. North Field Administration Building - 9532 Earhart Road, Oakland CA 94621
5. Aviation Facilities Administration Building - 8500 Earhart Rd. Oakland, CA 94621
6. Port Office - 1100 Airport Dr. Oakland CA 94621
7. Port Office - 715 Air Cargo Road, Oakland CA 94621
8. Harbor Facilities Administration Building - 651 Maritime St. Oakland CA 94607

D. Existing/List of Equipment

The following tables outline the existing known copiers & printers at the Port as listed in a relatively recent inventory. There may be other copiers and printers at the Port.

| Existing Known Copiers | | | | | | |
|------------------------|-------------------|-------|-----------|-----------------------|-----------------------|----------------------|
| Line | Site | Make | Model | Useful Life (Approx.) | Meter Reading 6/30/13 | Copies Made FY 12/13 |
| 1 | 530 Water St. | Sharp | AR-M207E | 150,000 | 41,791 | 3,461 |
| 2 | 530 Water St. | Sharp | AR-M550N | 3,000,000 | 666,884 | 115,299 |
| 3 | 530 Water St. | Sharp | AR-M162J | unknown | 12,692 | 2,507 |
| 4 | 530 Water St. | Sharp | AR-M355N | 1,500,000 | 183,329 | 14,126 |
| 5 | 530 Water St. | Sharp | AR-M550N | 3,000,000 | 1,238,910 | 143,064 |
| 6 | 530 Water St. | Sharp | AR-M550N | 3,000,000 | 639,790 | 145,033 |
| 7 | 651 Maritime St. | Sharp | AR-M317 | unknown | 49,833 | 17,389 |
| 8 | 1100 Airport Dr. | Sharp | AR-M207E | 150,000 | 67,382 | 21,650 |
| 9 | 1100 Airport Dr. | Sharp | AR-M207E | 150,000 | 38,747 | 9,583 |
| 10 | 530 Water St. | Sharp | AR-M550N | 3,000,000 | 955,215 | 81,338 |
| 11 | 651 Maritime St. | Sharp | SF-SD2260 | unknown | 411,028 | 78 |
| 12 | 9532 Earhart Rd. | Sharp | AR-M157EN | unknown | 26,676 | 1,014 |
| 13 | 1100 Airport Dr. | Sharp | AR-337 | unknown | 203,123 | - |
| 14 | 1 Airport Dr. | Sharp | AR-M208N | unknown | 88,838 | 4,483 |
| 15 | Building M104 | Sharp | AR-M168D | 90,000 | 34,767 | 11 |
| 16 | Building M104 | Sharp | AR-M207E | 150,000 | 111,989 | 8,552 |
| 17 | 1 Airport Dr. | Sharp | AR-M168D | 90,000 | 96,115 | - |
| 18 | 651 Maritime St. | Sharp | AR-M168D | 90,000 | 39,786 | 5,040 |
| 19 | 530 Water St. | Sharp | AR-M355N | 1,500,000 | 529,028 | 58,396 |
| 20 | 1 Airport Dr. | Sharp | AR-M168D | 90,000 | 58,586 | - |
| 21 | 1 Airport Dr. | Sharp | AR-M207E | 150,000 | 83,469 | 5,874 |
| 22 | 530 Water St. | Sharp | AR-M168D | 90,000 | 6,781 | 159 |
| 23 | 530 Water St. | Sharp | AR-M620N | 3,000,000 | 941,522 | 108,092 |
| 24 | 9532 Earhart Rd. | Sharp | AR-M207E | 150,000 | 61,446 | 14,098 |
| 25 | 9532 Earhart Rd. | Sharp | AR-M277 | 450,000 | 394,624 | 19,279 |
| 26 | 8500 Earhart Rd. | Sharp | AR-M168D | 90,000 | 14,547 | 1,376 |
| 27 | 1100 Airport Dr. | Sharp | AR-M277 | 450,000 | 454,791 | 37,109 |
| 28 | 9532 Earhart Rd. | Sharp | AR-M355N | 1,500,000 | 217,629 | 15,710 |
| 29 | 1 Airport Dr. | Sharp | AR-M207E | 150,000 | 90,313 | 8,159 |
| 30 | 530 Water St. | Sharp | AR-M277 | 450,000 | 237,387 | 31,918 |
| 31 | 1100 Airport Dr. | Sharp | AR-M205 | unknown | 161,627 | 35,155 |
| 32 | LAZ Parking. | Sharp | AR-M208N | unknown | 625,387 | 79,968 |
| 33 | 530 Water St. | Sharp | AR-M550N | 3,000,000 | 280,826 | 21,575 |
| 34 | 9532 Earhart Rd. | Sharp | AR-M355N | 1,500,000 | 121,629 | 16,062 |
| 35 | 715 Air Cargo Rd. | Sharp | AR-M162J | unknown | 62,611 | 5,037 |

| Existing Known Copiers | | | | | | |
|------------------------|-----------------|-------|----------|--|---------|--------|
| 36 | Airport Trailer | Sharp | AR-M162J | unknown | 127,984 | 15,792 |
| 37 | Airport Trailer | Sharp | AR-M162J | unknown | 46,859 | 2,037 |
| 38 | 1 Airport Dr. | Sharp | AR-M355N | 1,500,000 | 107,169 | 16,542 |
| 39 | LAZ Parking | Sharp | AR-M355N | 1,500,000 | 682,399 | 98,594 |
| 40 | 1 Airport Dr. | Sharp | AR-C260M | Unknown | 99,415 | 12,622 |
| 41 | 530 Water St | Sharp | AR-161 | Not being used, Not on Maintenance | n/a | n/a |
| 42 | 1100 Airport Dr | Sharp | AR-M205 | Not being used, Not on Maintenance | n/a | n/a |
| 43 | Unknown | Canon | NP-6521 | Not being used, Not on Maintenance | n/a | n/a |
| 44 | 530 Water St | Xerox | WCP265H | unknown | monthly | n/a |
| 45 | 1 Airport Dr | Xerox | WC7345PF | unknown | monthly | n/a |
| 46 | 530 Water St | Xerox | W5665PT | unknown | monthly | n/a |
| 47 | 530 Water St | Xerox | W5665PT | unknown | monthly | n/a |
| 48 | 530 Water St | Xerox | W5675PT | unknown | monthly | n/a |
| 49 | 530 Water St | Xerox | W5665PT | unknown | monthly | n/a |
| 50 | 530 Water St | Xerox | W5675PT | unknown | monthly | n/a |
| 51 | 1 Airport Dr | Xerox | WC4260S | unknown | monthly | n/a |
| 52 | 1 Airport Dr | Xerox | WC4260S | unknown | monthly | n/a |

| Existing Known Printers/Fax | |
|---|--------------------|
| Equipment Type | Approximate Number |
| Stand Alone Fax or Fax/Printer/Scanner/Copier | 62 |
| Printer/Scanner/Copier | 13 |
| Inkjet Printers | 9 |
| Color Laser Printer, Workgroup | 14 |
| Black & White Laser Printer, Higher End | 72 |
| Black & White Laser Printer, Lower End | 80 |

| High Volume Reprographics Printers/Copiers | |
|---|--------|
| Equipment Type | Number |
| (Konica/Minolta BizHub 1200 and BizHub C6501) | 2 |

E. Port Expectation and Goals

The Port's goal is to replace all existing printers (with the exception of personal printers that are less than 2 years old), and all Port owned copiers will new printers and copiers. The old printers and copiers must be traded-in toward any replacement printers/copiers. The selected firm will have to make a recommendation based on analyzing the Ports usage, on the number of printers/copiers the Port will need. Providing and installing all supplies (except paper) is included as part of the services.

For the purposes of this document, all references to MFD and printers refer to both the equipment and any software supplied by the selected company. The following conditions must be satisfied by the successful Respondent to be considered

- I. Manufacturer's Authorization: Selected firms must be officially authorized by the manufacture of the proposed MFDs/printers to lease/provide, support, and service the MFDs/printers

offered. Written documentation of authorization from the manufacturers is required as part of the submittal.

- II. Type of Equipment: The Port may choose a mix of color and B/W equipment within any of the specification groups.
- III. Removal of Old Devices and Certifications of Cleaning of Hard Disk Drives (HDD): The selected firm will be required to remove the existing devices as new equipment is being installed and dispose of the existing equipment in an environmentally responsible manner. The selected firm must certify the existing trade-in copiers and printers with HDDs are scrubbed cleaned by overwriting all the digital files stored on the HDDs. The firm must provide a statement at the time of removal indicating that the HDDs will be cleaned. This statement must provide the make, model, serial number and Port asset tag number (if available) for the copier/printer and certification that the HDDs will be cleaned immediately. If the firm is unable or unwilling to provide this certification, the firm must then remove the HDDs and forward them to the Port of Oakland.
- IV. Reporting Results: A year after the MFDs/printers are deployed, the selected company will report on actual cost savings. Negotiated penalties will be assessed if the savings, if predicted by the selected firm's assessment, are not realized. For the purposes of this RFQ, a copy is defined as a one sided impression. A page with an impression on both sides is considered 2 copies.
- V. Reconditioned MFDs/Printers: Reconditioned MFDs/printers are not acceptable. MFDs/printers which have been previously placed and later rejected are not acceptable.
- VI. Quarterly Minimum: The Port will guarantee a quarterly minimum of copies per specification. The guaranteed minimum will be determined after the RFP process and negotiations with the selected firm.
- VII. Installation, Inspection, and Acceptance: All MFDs/printers shall be installed complete with necessary supplies for immediate operation. They shall be tested and any adjustment made, as per manufacturer's specifications, to ensure optimal performance of the equipment. Additionally, all operating supplies, maintenance and all repair parts are to be provided by the successful selected firm during the term of the contract. Only paper is not to be included. The selected firm will coordinate the installation phase with Port staff. Upon installation, the Port will operate the MFD/printers for thirty (30) days. All functions must work in the Port's environment without difficulty or failure. Should the MFD/Printers not perform in accordance with its specification or satisfaction of the Port staff, the MFD/printer must be removed (at the expense of the supplier) and the contract with the said equipment terminated until replaced with a new one. Upon successful performance of the MDF/printers during the thirty (30) day period, the MDF/printer will be accepted. The selected company will absorb the cost of the equipment and services during this 30 day period.
- VIII. Supplies: The selected firm shall only use OEM supplies and replacement parts in the MFDs/printers proposed. The selected firm will be responsible to pick up and recycle depleted toner cartridges, replacement parts and other consumables.
- IX. Customer Support Services: Under the terms of this, the selected firm agrees to provide on-going telephone and web support regarding the use of the MFDs/printers proposed to the Port end-user departments, Information Technology, Purchasing, and any other to-be-determined staff. Selected firm shall provide contact names, telephone numbers, and email addresses for the telephone support, sales support, service support and field service technicians.
- X. Orientation and Training: The selected firm shall provide one-hour of orientation and training sessions for all Port staff on all aspects of machine operation. These sessions will be held at selected Port locations in Oakland, California. Class size should not exceed 10 people per class, and all classes should take place within a two week period. At least two of the sessions

will be provided during swing and graveyard shifts. The selected firm shall provide additional refresher training sessions as requested.

- XI. Technician: The selected firm shall provide a dedicated, on site technician to assist Port staff during the installation and three weeks after all equipment has been installed and signed off. The technician can be deployed at any Port office in Oakland, CA as directed by the Port. All technicians are to be certified and authorized by the equipment manufacturer. All technicians will be background checked and issued security ID at the selected company's expense. The selected firm must have sufficient personnel who can pass a security background check to work on the Port's secured sites (Airport and Seaport). Port requires notice of any technician changes 30 days in advance. The Port reserves the right to reject any technician supporting the equipment

On a quarterly basis, the selected firm shall meet with the Port to review Service Level Agreement (SLA) performance, volumes, commitments, and other criteria.

- XII. Maintenance and Repairs: MFDs/printers furnished will not be eligible for removal from maintenance coverage until after 7 years of life from the last date of manufacture, provided they have been operated at the manufacturer's recommended number of copies or less per month. The selected firm must provide manufactures notices of discontinuing the production of any of the MFDs/printers proposed and furnished hereunder. Maintenance coverage offered in each instance is to be a full service maintenance contract including all toner, developer, fuser oil, drums, repair parts, stapler, labor and preventative maintenance service. The only supply items not included is paper.

- XIII. Response Time: Response time to a request for service shall be no more than 4 business hours. "Response" is defined as from the time the service call is placed to the time a technician arrives at the equipment location. Failure to respond as required will cause the Port to take a service credit and withhold that amount from invoices owed the selected firm. The service credit shall be \$100.00 per hour for each hour or part of an hour beyond the 4th hour. Scheduled preventative maintenance calls are not considered repair calls and are not included in this response time.

If during the repair call it is determined that a MFD/printer cannot be repaired in place within 48 hours (note: not working hours) of the time a repair call is placed, another MFD/printer of equal or better size and features is to be supplied at no cost other than the per copy charge in effect at the time. The substitute MFD/printer is to be placed within 24 hours (note: not working hours) of that determination.

- XIV. Equipment Guarantee: The selected firm guarantees each MFD/printer leased/acquired/provided will perform all equipment functions to the manufacturer's specifications during the term of the contract. Each MFD provided shall perform all equipment functions to the manufacturer's specifications for a minimum of 95% of the business hours of each location. Any MFD/printer that does not meet the 95% measurement for any ten (10) consecutive Port workday period during the contract term shall be replaced with an equal or better model. Such replacement shall be made at no cost to the Port. If the selected firm has not corrected the non-performance MFD/printer within thirty (30) calendar days, the Port may, by registered letter, provide notice of intent to cancel the non-performance MFD/printer in thirty (30) calendar days, after which no further obligation is due to the selected firm. The selected firm, however, may be liable for costs incurred by the Port to find and place a replacement unit.

All repair/service technicians dispatched to the Port shall be fully aware of the conditions contained herein.

- XV. Repair Credit: The Port will require a per copy credit for all copies made during the course of repair testing. The credit must appear separately on the quarterly invoices.

- XVI. Energy Usage: All proposed MFD/printers shall be Energy Star and/or Energy Star II compliant.
- XVII. Contract Term: The term of the contract will be for a period of three (3) years. At its option, the Port may extend this contract for two (2) one-year extensions not to exceed a total period of 5 years. The beginning date for shall be when the last MFD/printer has been installed and been accepted.
- XVIII. Billing and Payment: One invoice for all devices by group (e.g. Specification 1, see below) by the eight (8) specific locations listed in this RFQ is to be submitted quarterly in arrears. The cost for excess copies will be made quarterly and based on a group total. The invoice shall list each device with location separately, the number of copies, and the amount per copy charged. Service credits will be clearly identified. There is to be one remittance address.
- XIX. Price Structure: During the subsequent RFP process, the selected firm is required to provide firm pricing for the duration of the contract. Requests for additional compensation by the selected firm will be denied.
- XX. Technical Specifications & Options (except for the large reprographics printer/copiers): The printers shall have one specification while MFDs shall have three specifications. MFD Specification 1 has a minimum copy speed of thirty (30) pages per minute; Specification 2 has a minimum copy speed of fifty (50) copies per minute; and Specification 3 has a minimum copy speed of sixty (60) copies per minute. All equipment shall run on 110V. This and the additional feature requirements are listed below.

Minimum Printer Specifications:

| Description | Minimum Requirement |
|---------------------------------|--------------------------|
| Speed | 20 PPM |
| Minimum Memory | 128 MB |
| Color | Optional |
| Original Paper Size – Min / Max | 5.5" x 8.5" / 13" x 8.5" |
| Output Paper Size – Min / Max | 5.5" x 8.5" / 13" x 8.5" |
| Duplex | Required |
| Paper Capacity | 500 |
| Network Card | 100 Base T |
| Print Drivers | Windows XP, 7, 8 |
| PDL | PCL6, PCL5c, PS 3 |

Printer Options:

- a. Two or Three Printer Trays
- b. Tabloid Paper Size Handling

Minimum MFD Specifications:

MDF Specification 1:

| Description | Minimum Requirement |
|---------------------------------|-------------------------|
| Speed | 30 PPM |
| Minimum Memory | 64 MB |
| Color | Optional |
| Reduction / Enlargement | 50 – 200 |
| Continuous Copying | 1 – 999 |
| Original Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |
| Output Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |

| | |
|---|----------------------|
| Duplex | Auto (1:2, 2:2, 2:1) |
| Auto Document Feed | RADF |
| Sorter | 20 sets |
| Stapling | Required |
| Message Display | Required |
| Help Key | Required |
| Auto Delete of Electronic Files Stored in MFD | Required |
| Hole Punch | Optional |
| Paper Sources # | 2 |
| Paper Capacity | 1000 |
| Network Card | 100 Base T |
| Print Drivers | Windows XP, 7, 8 |
| PDL | PCL5, PS 3 |

MDF Specification 2:

| Description | Minimum Requirement |
|---|-------------------------|
| Speed | 50 PPM |
| Minimum Memory | 256 MB |
| Color | Optional |
| Reduction / Enlargement | 50 – 200 |
| Continuous Copying | 1 – 999 |
| Original Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |
| Output Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |
| Duplex | Auto (1:2, 2:2, 2:1) |
| Auto Document Feed | RADF |
| Sorter | 20 sets |
| Stapling | Required |
| Message Display | Required |
| Help Key | Required |
| Auto Delete of Electronic Files Stored in MFD | Required |
| Hole Punch | Required as an Option |
| Paper sources # | 4 |
| Paper Capacity | 2500 |
| Network Card | 100 Base T |
| Print Drivers | Windows XP, 7, 8 |
| PDL | PCL5, PS 3 |

MDF Specification 3:

| Description | Minimum Requirement |
|---|-------------------------|
| Speed | 60 PPM |
| Minimum Memory | 512 MB |
| Reduction / Enlargement | 50 – 200 |
| Continuous Copying | 1 – 999 |
| Original Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |
| Output Paper Size – Min / Max | 5.5" x 8.5" / 11" x 17" |
| Duplex | Auto (1:2, 2:2, 2:1) |
| Auto Document Feed | RADF |
| Sorter | 20 sets |
| Stapling | Required |
| Message Display | Required |
| Help Key | Required |
| Auto Delete of Electronic Files Stored in MFD | Required |
| Hole Punch | Required as an Option |
| Paper sources # | 4 Large capacity |
| Paper Capacity | 3000 |
| Network Card | 100 Base T |
| Print Drivers | Windows XP, 7, 8 |
| PDL | PCL5, PS 3 |

MFD Optional Functions:

The functions listed below are optional. These features may be added at the option of the Port at award.

- a. **Fax:** Optionally the Port may wish to order functionality to G3 fax/IP fax/VOIP fax from the MFD. The ability to fax may be ordered on none, some or all devices at time of order.
- b. **Scanning:** Optionally the Port may wish to order functionality to scan images on the MFD and retrieve that image on a network attached PC. OCR or integration with document/records management systems are optional. Scanning functionality may be ordered on none, some or all devices at time of order.
- c. **Copy Control:** Optionally the Port may wish to order functionality to monitor the number of images by account number output on the MFD. The ability to provide access codes and account codes for tracking the usage of images across multiple accounts may be ordered on none, some or all devices at time of order.
- d. **Security - Password:** Optionally the Port may wish to order functionality for secure printing on the MFD. The ability to allow a user to password protect print jobs for confidential documentation is desired. If a user selects password protection, printing does not start unless the user enters the user ID and password on the device panel. This feature may be ordered on none, some or all devices at time of order. Active Directory integration is desired.
- e. **Remote Monitoring:** Optionally the Port may wish to order functionality so that the MFDs and/or printers can be remotely monitored by your company to ensure proper functionality. This feature may be ordered on none, some or all devices at time of order.
- f. **Finishing:** Optionally the Port may wish to order functionality for document finishing (booklet fold/saddle, etc.). This feature may be ordered on none, some or all devices at time of order.

F. High Volume Production Reprographics Printer/Copier

The Port currently leases two (2) High Volume Production Reprographic Printer/Copiers. As part of this solicitation, the successful Proposer will have the opportunity to propose similar or better equipment. The Port is currently using the following equipment:

1. Konica/Minolta BizHub 1200
2. Konica/Minolta BizHub C6501

III. Port Policy Requirements

The selected Respondent will be required to comply with the following Port Policy Requirements:

1. Non-Discrimination and Small Local Business Utilization Policy (NDSLBU):

The Port desires to maximize the participation of small local business and has instituted a Non-Discrimination and Small Local Business Utilization Policy (NDSLBU). The NDSLBU consists of two parts:

- Non-Discrimination policy which all Suppliers (Respondents) must adhere to, by providing the enclosed "Non-Discrimination and Small Local Business Utilization Policy" Program Affidavit with their qualifications.
- Preference points to small local businesses who qualify under the Port's definition of a small local business. In order to qualify for preference points, Suppliers (Respondents) must be either certified by the qualifications due date or download a Certification Application at: <http://www.portoakland.com/srd/> and submit it along with any supporting documentation to the Port's Social Responsibility Division seven (7) business days prior to the qualifications due date.

A summary of the Port's Non-Discrimination and Small Local Business Utilization Policy is included herein as **Attachment 4**. The entire policy is available at:

http://www.portoakland.com/pdf/responsibility/ndslbu_policy.pdf

Suppliers already certified with the Port do not need to submit proof of certification, but still need to check the Port's certification database at: <http://www.portoakland.com/srd/> to ensure their certification has not expired and must fill out the Chart for Submitting Data for Calculation of Preference Points (**Attachment 4-A**), and the Local Participation Questionnaire (**Attachment 4-B**), and submit them with your qualifications. All Suppliers (Respondents) must still provide proof of adhering to the Port's Non-Discrimination policy by submitting the NDSLBU Program Affidavit.

A copy of the Port-certified Small Local Business Enterprises can also be downloaded at: <http://www.portoakland.com/srd/>

For questions or assistance regarding NDSLBU, contact Ms. Donna Cason, Contract Compliance Officer, (510) 627-1252, at the Port's Social Responsibility Division, or fax requests to (510) 451-1656.

2. Insurance Requirements:

All Respondents who plan on submitting qualifications in response to this RFQ must meet the Port's Insurance requirements listed in (**Attachment 9**), and must provide proof of insurance at the time of project award. Respondents must include a statement (**Attachment 8**) with their qualifications agreeing to the Port's insurance requirements and indicate they will be able to obtain the proper insurances at the time of project award.

3. Living Wage Policy:

On March 5, 2002, the voters in the City of Oakland passed Measure I, adding to the City Charter Section 728 ("§728") entitled "Living Wage and Labor Standards at Port-assisted Businesses." §728 requires Port Aviation and Maritime businesses that meet specified minimum threshold requirements to pay all nonexempt employees a Living Wage rate established by City Ordinance and adjusted annually based on the Consumer Price Index for

the San Francisco, Oakland, and San Jose area. The current Living Wage rate as of July 1, 2013 is at least \$12.27 with credit given to the employer for the provision to covered employees of health benefits, and \$14.10 without credit for the provision of health benefits. Specifically, §728 applies to Port contractors and financial assistance recipients with the Aviation or Maritime divisions that have contracts worth more than \$50,000 and that employ more than 20 employees who spend more than 25% of their time on Port-related work. §728 also provides covered employers with incentives to provide health benefits to employees, establishes a worker retention policy, requires covered employers to submit quarterly payroll reports and requires covered employers to allow Port representatives access to payroll records in order to monitor compliance and labor organization representatives access to workforces during non-work time and on non-work sites. Covered employers are responsible for complying with the provisions of §728 from the date the covered contract is entered into. When a contract is awarded, the Respondent will be required to fill out the attached Employer Self-Evaluation for Port of Oakland Living Wage Form (**see Attachment 6-A**) and Certificate of Compliance—Living Wage (**see Attachment 6-B**) and return them to the Social Responsibility Division. (i.e., do not include these forms in with your qualifications). For more information, please call Connie Ng-Wong in the Port of Oakland's Social Responsibility Division at (510) 627-1390.

Respondent shall acknowledge reviewing the Port's Living Wage program and compliance, by submitting the Statement of Living Wage Requirement (**Attachment 7**) with their qualifications.

4. Port's Standard Professional Services Agreement:

Submission of qualifications will confirm that the proposer fully understands the provisions of the Port's Professional Services Agreement and will execute such agreement if awarded the contract. Any objections to any provisions in such contract must clearly be identified in your qualifications. Changes are discouraged.

IV. Submission Requirements

The Port has scheduled a Mandatory Pre-qualifications meeting on the date indicated in the table labeled "Qualifications Information" (on the first page of the invitation for this RFQ), to review the submission requirements.

Please respond to the following seven (7) submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirements of the RFQ. These seven (7) submission requirements will constitute your firm's Statement of Qualification. The Port will use your responses to objectively determine your capabilities, experience, and qualifications. Please label your responses 1 through 7, in the order presented below. Please limit your total response to the number of pages indicated below (excludes the required attachment forms provided with this RFQ).

No pricing information should not be included with any submittals, as the Port is only requesting Statement of Qualifications at this time, and pricing will be requested later from only the selected firms that are short listed to participate in the subsequent RFP process.

Submittal Format:

Responses may not be longer than 16 pages (one sided or 8 pages double sided), printed on 8 ½" x 11" paper and formatted in no smaller than 10 point font. Each section shall be labeled according to the sections below. All submitted material must be bound with only **one staple or binder clip** in the upper left corner. Please no binders or any other type of binding. Submittals must be able to fit into a 9 x 11.5 inch folder.

1. Company Information and Capabilities: Provide the name of your firm (including the name of any parent company), business address, email address, Federal Tax ID number, telephone and fax numbers, and names and titles of key management personnel and a brief history of your firm. Provide a brief statement of who is authorized to submit the qualifications on the behalf of your firm.

Please make sure that person signs and dates the statement. This section should include the answers for the following questions:

- A. Provided a list of all key team members that will be assigned and provide their relevant experience.
- B. List your distribution affiliations (HP, Dell, Xerox, etc.). What products are you certified to (re)sell and service? Please provide certification documentation. Written documentation of authorization from the manufacturers is required as part of the submittal. (Certification documents do not count towards the submittal page limit.)
- C. The Port plans on trading in all copiers & printers that are over 2 years old. What's your company's process for taking trade-ins, disposing of them in an environmentally friendly way, and ensuring the Hard Dist Drives are scrubbed/cleaned?
- D. Describe how your firm will provide orientation sessions, training, staff and technical services before during and after deployment of the equipment. How about refresher training?
- E. Describe how your firm handles installation of new devices, relocation of existing or new output devices, modification or upgrade of devices, and removal of devices at "end of life."
- F. Describe how your firm handles service calls and your response time and follow-up procedures.
- G. Discuss your firm's capabilities and experience in terms of integrating printing/scanning with SharePoint, Office 365, and the Port's security badge system (badges are made by HID Global Corp.)?
- H. Describe how your firm handles network printing/scanning infrastructure including developing/implementing printer security policies and administering/upgrading printer drivers.
- I. What does your firm offer in terms of preventative maintenance?
- J. Where are the technicians located? Are maintenance personnel assigned to the Port's area responsible for service outside the San Francisco Bay Area?
- K. Do you warehouse spare parts or MFDs? If so, where?
- L. How does your firm address equipment accessibility for people with disabilities?
- M. Provide any additional information about your firm's capabilities that you believe makes your firm's capabilities unique and above your competitors.

2. Knowledge and Experience: Please answer the following questions/statements about your firm's knowledge and experience:

- A. Are there any portions of the above Scope of Services that your company can not meet? If so, please indicate which portions and why.
- B. Provide your experience with conducting printer/copier assessments where processes, workflow, existing equipment, technologies, productivity and cost savings are analyzed and where recommendations are produced, preferably for the local government environment.
 - I. Describe at least 3 assessments recently performed for government agencies or companies that are similar to the Port in terms of size, needs and complexity.
 - II. For those 3 assessments, how accurate were the cost savings when the recommendations were carried out? If the cost savings were not realized, what penalties were assessed on your company?

- III. Provide specific examples of where your company has brought value to a company through analysis, planning, and recommendations for improvement and cost savings.
 - IV. Explain how you would work to engage the various Port departments in the assessment process?
 - V. After completing the assessment and optimizing the output environment, how do you monitor and ensure the optimized employee to device ratio stays maintained over the left of the contract and does not increase?
 - VI. Please provide a sample assessment/recommendation report. (This sample does not count towards the submittal page limit.)
- C. Provide information about your firm's size and volume of business, including the following information:
- I. How many service technicians are presently employed by your firm and the total number of printers/copiers your firm is maintaining?
 - II. How does your company monitor the equipment for page count, maintenance, incidents, consumables, and other parameters?
 - III. Describe your company's Help Desk Services Process for the devices.
 - IV. Describe your company's common service levels and the service the Port may expect to receive within each level. What are typical response times? What services are available during evening and weekend hours?
 - V. Describe your service process for handling issues and replacing consumables before users are impacted.
- D. Describe what printing capabilities your firm can offer for printing from mobile and tablet devices and how you firm can implement printing from mobile and tablet devices.
- E. Discuss your firm's capabilities and experience in terms of printing secured documents? Can Port staff use their badges or PIN number to retrieve their print jobs at any printer/MDF device?

3. Sample of Implementation Plan and Approach: Provide an overview describing the general approach, scope of services, and methodology of your firm's ability to fulfill the general functions required in this RFQ. Please use this section to describe the services you propose to provide to the Port. This section should include the following areas and answers:

- A. Provide a sample implementation plan. (This sample does not count towards the submittal page limit.)
- B. The Port has too many printers/copiers. How would your firm provide a change management program that will contribute to greater user satisfaction and expedite user adoption of the new devices?
- C. Will your firm provide a kit for communicating and promoting the project to users including a project plan, sample promotional emails, posters, etc.

4. Current Clients: Provide names, addresses and contact information for three (3) current clients that your firm is providing managed printer services for. The Port prefers that the 3 companies listed be local government agencies and/or local companies of similar size and scope to the Port. Provide the size and scope of each project and a brief description of the projects. Please make sure all contact information is current. Please provide at least 1 client which your company provides 24x7 managed print services and support. By providing such information, you authorize us to contact such clients. Also, how many companies do you provide managed print services for?

5. Debarment: Provide a written statement that your firm has not been debarred from providing services to any State or Federal Agency within the last five (5) years. Sign and date your statement. If your firm has been debarred, you will need to provide background information and reason for the debarment. Provide the name and contact information for the agency that debarred your firm. The

Port must review the reason and duration for the debarment before it can determine if your firm can be considered for this project.

6. Port Policy Requirements: Provide documentation to support the policy requirements listed in the Section III (Port Policy Requirements). Any exceptions to the Port’s Professional Services Agreement must be clearly set forth in your qualifications.

7. Required Forms: The Respondent must fill out all forms included in the RFQ (listed in the attachments section) and return them with your qualifications. Failure of the Respondent to provide any information requested in the RFQ may result in rejection for non-responsiveness. These required forms will not count against the maximum page count (indicated above) for your response.

V. Evaluation Criteria

Prior to contract award, the Port must be assured that the Respondent selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, equipment/materials and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Port is unable to assure itself of the Respondent’s ability to perform under the contract, if awarded, the Port has the option of requesting from the Respondent, any information that the Port deems necessary to determine the Respondent’s capabilities. If such information is required, the Respondent will be notified and will be permitted five (5) working days to submit the requested information.

In awarding the contract, the Port will evaluate a number of factors in combination. Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights listed below.

A. Evaluation Weights

| Item | Criteria | Weights |
|-------------|--|----------------|
| 1 | <u>Company Information and Capabilities</u> As evidence from your response to item 1 and 5 of Submission Requirements section. | 25% |
| 2 | <u>Knowledge and Experience</u> As evidence from your response to item 2 of Submission Requirements section. | 30% |
| 3 | <u>Sample of Implementation Plan and Approach, and References</u> As evidence from your response to item 3 and 4 of Submission Requirements section. | 25% |
| 4 | <u>Port Policy Requirements and Required Forms</u> Does your firm adhere to the Port’s Non-Discrimination Policy? And has your firm submitted all the Policy requirements and forms listed in items 6 and 7 of Submission Requirements section? | 5% |
| 5 | <u>Non-Discrimination Small Local Business Utilization Policy</u> Does your company meet the Port’s definition of Small Local Business? The Port will evaluate companies that have provided substantiating documentation to prove they meet the Port’s definition of Small Local Business, and award qualifying companies up to the maximum 15 points. | 15% |
| | Total | 100% |

B. Selection Procedure:

All qualifications received by the deadline which meet the RFQ's requirements will be presented to the evaluation committee comprised of Port of Oakland staff and possibly external members. The evaluation committee will evaluate the qualifications and score all submissions according to the evaluation criteria above. The selection process may include interviews (at the discretion of the evaluation committee) for the top scoring submissions. If interviews are to take place, the Port will notify the top scoring Respondents. Interview details and scoring requirements will be provided to selected Respondents prior to the interviews.

VI. Additional Provisions

The terms "Company", "Consultant", "Contractor", "Proposer", "Respondent", "Seller", "Supplier", and "Selected company" whenever appearing in this RFQ or any attachments, are used interchangeably to refer to the company or firm submitting a qualifications in response to this RFQ.

A. Port's Legal Name and Jurisdiction

The Port of Oakland (the "Port") is legally known as the City of Oakland, a Municipal Corporation, Acting by and through its Board of Port Commissioners. The Port is an independent department of the City of Oakland. The Port has exclusive control and management of all Port facilities and properties. Port facilities and properties consist of marine terminals, a railway intermodal terminal and container storage areas (collectively, the "Seaport"); the Oakland International Airport (the "Airport"); and commercial and industrial land and properties (collectively, "Commercial Real Estate"); and other recreational land, other land, undeveloped land, and water areas, all located in Oakland, CA. The Port issues Purchase Orders under the name Port of Oakland.

B. Ownership of Qualifications

All rights to information developed, disclosed, or provided in a Qualifications and its attendant submissions are the property of Port, unless a Respondent makes specific reference to data that is considered proprietary. To the extent that a Respondent does not make specific reference to data that is considered proprietary, submission of an RFQ constitutes the Respondent's express (a) grant and assignment of a perpetual, transferable (in whole or in part), non-exclusive royalty-free license to the Port for copyright, patent, or other intellectual property right (collectively referred to as "intellectual property"), and (b) agreement that the Port may use any such intellectual property without charge for any lawful purpose in connection with other Port development projects, including without limitation the creation of derivative works and issuance of sublicenses.

C. Public Records Act

Per the Public Records Act (Gov. Code 6250 et seq.), the Port may be obligated to make available to the public the submitted qualifications and all correspondence and written questions submitted during the Request for Qualifications process. However, such disclosure shall not be made prior to the date on which the Port publishes a final Board agenda report recommending award of the contract. Any trade secrets or proprietary financial information, which a Respondent believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

The Port reserves the right to independently determine whether any document is subject to disclosure and to make such information available to the extent required by applicable law, without any restriction.

D. Indemnification

If Respondent is selected to receive a contract, it will be required to agree to the indemnification clause contained in the Professional Services Agreement. **See Section 5** of the Professional Services Agreement (**Attachment 9**).

E. Reimbursable Expenses

All expenses incidental to performing Consultant's Basic Services including, but not limited to, reproduction of documents and other materials associated with Respondent's deliverables and presentation materials; transportation and subsistence; telephone, computer, facsimile, or other similar costs; and the like, shall be included within the Contract Price.

F. Port's Right to Modify

Respondents are advised that the Port has not incurred any obligations or duties in soliciting this Request for Qualifications. The Port reserves the right to reject any or all Qualifications submitted in response to this RFQ; to request additional information or clarification of information submitted; to cancel or modify, in part or in its entirety, this RFQ; to request new RFQs or pursue any other means for obtaining the desired services; to waive any informalities or minor irregularities in the RFQ, and other inconsequential deviations from the RFQ's requirements. The Board of Port Commissioners retains the right to award this project in part or in total to the Respondent(s) of its choice, and to decide to undertake the project or to terminate the project at any time prior to approval of a formal contract.

G. Conflicts of Interest

By submitting a qualification, the Respondent represents that it is familiar with Section 1090 and Section 87100 et seq. of the Government Code of the State of California, and that it does not know of any facts that constitute a violation of said sections in connection with its qualifications. Respondent also represents that its qualifications has completely disclosed to the Port all facts bearing upon any possible interests, direct or indirect, which Respondent believes any member of Port, or other officer, agent or employee of Port or any department presently has, or will have, in any agreement arising from this RFQ, or in the performance thereof, or in any portion of the profits there under. Willful failure to make such disclosure, if any, shall constitute ground for rejection of the qualifications or termination of any agreement by Port for cause. Respondent agrees that if it enters into a contract with the Port, it will comply with all applicable conflict of interest codes adopted by the City of Oakland and Port of Oakland and their reporting requirements.

H. Cost of Preparing a Response

All costs for developing a response to this RFQ and attending any qualifications meetings or selection meetings are entirely the responsibility of the Respondent and shall not be chargeable to the Port.

I. Law Compliance

The Respondent must comply with all laws, ordinances, regulations and codes of the Federal, State, and Local Governments, which may in any way affect the preparation of qualifications or the performance of the contract.

J. Respondent's Relationship

The Respondent's relationship to the Port shall be that of independent contractor and not deemed to be agent of the Port.

K. Qualifications Considerations and Legal Proceeding Waiver

The Port has absolute discretion with regard to acceptance and rejection of qualifications. In order to be considered the party submitting a qualification waives the right to bring legal proceedings challenging the Board of Port Commissioners choice of the award.

L. False Statements

False statements in a qualification will disqualify the qualification.

M. Taxes

The Respondent will be responsible for all Federal, State, and Local taxes.

N. Grade of Service

The Respondent must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

O. The Respondent's Liability

The Respondent shall be responsible for any and all damages to the Port's premises resulting from the negligent acts or willful misconduct of the Respondent's agents or employees.

P. Amendments

The Port may, at its sole discretion, issue amendments to this RFQ at any time before the time set for receipt of qualifications. The Respondents are required to acknowledge receipt of any amendments (addenda) issued to this RFQ by acknowledging the Addendum in the space provided on the RFQ Acknowledgement and Signature Form. The Port shall not be bound by any representations, whether oral or written, made at a pre-qualifications, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFQ or as part of the final contract. All questions or requests for clarification concerning material terms of the contract should be submitted in writing for consideration as an amendment.

Q. Withdrawal or Modification of Offers

The Respondent may modify or withdraw an offer in writing at any time before the deadline for submission of an offer.

R. Acceptance

Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the Port based on initial submission with or without discussions or negotiations.

S. Representations

No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. The Respondent must rely solely on its own independent assessment as the basis for the submission of any offer made.

T. Award Consideration and Length of Contract

The Port shall not be bound to accept the lowest-quote fee and will award the contract (if any) to the company/firm selected through the competitive process (and any subsequent interviews) outlined in this RFQ.

The Port will award a three-year contract (if any) and will have the option to issue two (2) one-year extensions not to exceed a total period of 5 years.

U. Contract Termination

The Port may terminate the agreement (and or contract) with the Respondent on thirty days notice for the failure of the Respondent to comply with any term(s) of the agreement/contract between the Port and the Respondent.

V. Protest Procedures

Any party that has timely submitted a responsive qualification may file a protest of award in accordance with the provisions set forth below:

1. Any protest must be submitted in writing to John Betterton, Secretary of the Board, by 5:00 p.m. of the fifth (5th) business day following publication of the identity of the apparent successful proposer (or of notice of intended award, if such notice is issued).
2. The protest must include the name, address and telephone number of the person representing the protesting party.
3. The initial protest document must contain a complete statement of the basis for the protest, including in detail, all grounds for protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for

the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.

Any protest not conforming to the foregoing shall be rejected by the Port without recourse.

Provided that a protest is filed in strict conformity with the foregoing, protests shall be heard initially by the Executive Director, or his/her designee, who shall issue a written report and a recommended disposition of the protest, including written findings of fact and any conclusions of law. The Board of Port Commissioners (Board) may then ratify the Executive Director's (or his/her designee's) recommendations or conduct such further review of the protest, as the Board may determine. The Board will render a final determination and disposition of a protest by taking action to adopt, modify or reject the disposition of a protest. Action by the Board relative to a protest shall be final and not subject to appeal or reconsideration by Protestor, the Port, any employee or officer of the Port or the Board of Port Commissioners.



RFQ No.: 14-15/09 - Managed Print Services

(To Be Executed By Proposer and Submitted With Qualifications)

I, _____, declare as follows:

That I am the _____ of _____, the party making the attached qualifications; that the attached qualifications is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the qualifications is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham qualifications, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the qualifications are true; and further, that the proposer has not, directly or indirectly, divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, qualifications depository, or to any member or agent thereof to effectuate a collusive or sham qualifications.

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

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

Executed this _____ day of _____, 201__, at

_____, California

Signature

Authority: Public Contract Code 7106
CCP 2015.5



PORT OF OAKLAND

Statement of Equal Employment Opportunity

RFQ No.: 14-15/09 - Managed Print Services

I hereby certify that _____(Legal Name of Respondent/Supplier/Consultant/Contractor), will not discriminate against any employee or applicant for employment because of because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

Signature

Printed Name

Title

Date



RFQ No.: 14-15/09 - Managed Print Services

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, proposes to enter into a contract with the Port of Oakland to perform the work listed in this RFQ, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum (addenda) is (are) acknowledged in this RFQ: _____

Acknowledgement and Signature:

1. No Qualifications is valid unless signed in ink by the person authorized to make the qualifications.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this RFQ. The undersigned agrees to furnish the services stipulated in this RFQ.

Respondent's Name and Title: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Cell Number: _____

Contractor License # (if applicable): _____ Expiration Date: _____

Federal Tax Identification Number: _____

Authorized Signature: _____ Date: _____

Decline RFQ:

We **do not** wish to submit Qualifications on this Project. Please state your reason below. Please also indicate if you would like to remain on our Supplier list.

Reason: _____

Company: _____ Address: _____

Name: _____ Signature _____ Date: _____



Non-Discrimination: Port of Oakland (Port) policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

Local Business Utilization: On October 7, 1997, the Board of Port Commissioners initiated a formal policy to encourage full participation of firms from its Local Business Area ("LBA"), the counties of Alameda and Contra Costa, particularly those in its Local Impact Area ("LIA"), in its work. The LIA includes the cities of Oakland, Alameda, Emeryville and San Leandro. The LBA includes all cities within the counties of Alameda and Contra Costa. The Port will also take into consideration efforts the prime and sub-consultants make to assist in the community, e.g., assigning meaningful work to small and/or very small local sub-consultants, mentor protégé relationships, participation in job/trade fairs, hiring interns, pro bono work, and working with local schools, etc.

Consultant Preference Points: The Port allots preference points for the percentage of work being performed by consultants/sub-consultants located in either the LBA or the LIA and for community involvement (i.e. mentoring, intern programs, job fairs, community rehabilitation groups and re-entry programs) for a maximum total of up to 15 points. These points are added to a maximum of 85 technical points for a composite maximum of 100 points in evaluating consultant qualifications as follows:

- Up to 5 points will be credited proportionately (counting the whole team, prime consultant and sub-consultant(s)) for LIA certified firms, and 2.5 for LBA certified firms.
Note: LIA/LBA credit is given only for certified firms which have had established active offices in the respective area for at least a year at the time of qualifications due date, and NOT for outside firms which plan to do the project work at a LIA/LBA office;
- An additional 3 points will be credited for an LIA certified prime consultant (proportionate to the share of prime consultant work in the case of a joint venture) and 1.5 points for an LBA certified prime consultant;
- Up to 4 points will be credited proportionately (counting the whole team, prime consultant and sub-consultant(s)) for Very Small Business Enterprise (VSBE) certified firms, and 2 points for Small Business Enterprise (SBE certified firms); and
- Up to 3 points for commitment to the Port's values and programs, e.g., mentoring small and/or very small local businesses and providing meaningful work for small and/or very small local sub-consultants; utilization of college and high school interns from the LIA; participation in job fairs and trade fairs targeted to LIA residents and businesses; and other work showing the consultant's efforts to contribute to the economic development of the LIA.

In summary, please submit the following attachments in each copy of your qualifications:

1. Attachment 4-A, Chart for Submitting Data for Calculation of Preference Points. List the team members' (prime and subs) names, roles, location and LIA/LBA/SBE/VSBE status in the format shown in Attachment 4-A. Be specific as to the nature and estimated percentage of the work to be performed by the prime, any joint venture partners and/or sub-consultants.

2. Attachment 4-B, Local Participation Questionnaire. Complete for each sub-consulting firm or individual, as well as for the prime consultant.
3. Attachment 4-C and 4-D, Monthly and Final Utilization of Local and Small Business Enterprises are required after contract award. Attachment 4-C is required after contract award and a final report attachment 4-D, is required after completion of the project.

Any qualification that fails to complete and submit the above two items (Prime *and* sub-consultants) will not be considered. For firms headquartered outside the LIA/LBA wishing to obtain credit for their local office, for the purpose of this project shall utilize personnel from this local office. Additionally, mail, correspondence and telephone calls will be made to this local office.

To obtain credit for these factors and for any preference points on this RFQ, consultants or any team member must be certified by the qualifications due date or submit an application:

- Consultants or any team members wishing to be certified by the Port must submit a Certification Application, with all supporting documentation seven (7) business days prior to the qualifications due date. The questionnaire and checklist of necessary supporting documents for certification may be obtained at: <http://www.portoakland.com/srd/>. For questions regarding certification, you may contact Pamela Bell at pbell@portoakland.com or (510) 627-1419. Firms certified by the Port of Oakland do not need to submit proof of certification.

(Please note Port certification must be current and not expired to count for preference points. Certification is valid for a two year period.)

For questions or assistance regarding this section, contact Ms. Donna Cason (510) 627-1252, or dcason@portoakland.com in the Port's Social Responsibility Division.



PORT OF OAKLAND

**Chart for Submitting Data
for Calculation of Preference Points**

| Company | Nature of Work to be Performed | Prime or Sub? | Location of Firm | *LIA/LBA SBE/VSBE Certification Status | Percent of Total Contract | Percent of Sub-consulting Work |
|------------------------------------|--------------------------------|---------------|------------------|--|---------------------------|--------------------------------|
| (Name of Prime) | | Prime | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| (Name of Subs) | | Sub | | | | |
| Total (must add up to 100%) | | | | | 100% | 100% |

*** In order to qualify for preference points, the firm must be certified by the Port of Oakland.** Local Impact Area (LIA), Local Business Area (LBA), Small Business Enterprise (SBE), Very Small Business Enterprise (VSBE)

Notes:

- Please make sure the column labeled "Percent of Total Contract" adds up to 100%
- Please make sure the column labeled "Percent of Sub-consulting Work" adds up to 100% of the Sub-consulting work.



(Use additional paper if necessary)

1. Is the consultant or large sub-consultant mentoring or providing a professionally meaningful share of the project to small and/or very small LIA firms on this project? Yes___ No___

If the response is "yes", please provide specific details on how the mentoring or sharing will be performed. In addition, be specific as to the nature of the relationship and the persons responsible for implementing it.

2. (A) Do any team members regularly use local students as interns in their work? Yes___ No ___
(B) Do any team members currently use local students as interns in their work? Yes___ No ___
(C) Have any team members used local students as interns in past work? Yes ___ No___
(D) If planning to use interns on this project, how will you utilize them?

If you answered "yes" to any of these questions, please state from what schools or programs the interns were obtained, what type of work was performed by them, and any other details that might be relevant, i.e. paid internship, length of service, number of interns.

3. Have firms in the team participated in other community projects, e.g., job fairs targeted to local neighborhoods, youth or school programs, community rehabilitation groups, etc.? Yes___ No___
If so, please give details:



PORT OF OAKLAND

**Non-Discrimination and Small Local
Business Utilization Policy Program Affidavit**

RFQ No.: 14-15/09 - Managed Print Services

I hereby certify that _____ (Legal Name of Respondent/Supplier/Consultant/Contractor), shall carry out applicable requirements in the award and administration of this contract and cooperate with the Port of Oakland in meeting its commitments and objectives with regard to ensuring nondiscrimination, and shall use best efforts to ensure that barriers to participation of Small Local Businesses do not exist.

Upon execution of an Agreement, the selected consultant will be required to complete Small and Local attainment reports and a final report at contract completion, and submit them to the Social Responsibility Division.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct.

Signature

Printed Name

Title

Date



EMPLOYERS SUBJECT TO §728 OF THE CITY CHARTER MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

- 1) Pay all non-exempt employees the living wage rates (As of July 1, 2014, \$14.10 without health benefits or \$12.27 with health benefits). Port Ordinance No. 3666, as amended also requires that covered businesses provide employees at least twelve compensated days off per year, including holidays.
- 2) Pay at least \$1.83 per hour worked toward the provision of health care benefits for employees and/or their dependents, if the employer claims credit for health benefits.
- 3) **Provide written notification to each current and new employee, at time of hire, of his or her rights to receive the benefits under the provisions of these regulations.** The notification shall be provided in English, Spanish and other languages spoken by a significant number of the employees, and shall be posted prominently in communal areas at the work site. A copy of said notification is available from the Port Division of Social Responsibility.
- 4) Provide all employees earning less than \$12/hour notification in English, Spanish, and any other language spoken by a significant number of employees of their right to advance Earned Income Credit payments.
- 5) **Maintain a list of the name, address, date of hire, occupation classification, rate of pay, benefits paid for each of its employees, and compensated time off - and submit this list to the Port's Social Responsibility Division, Attention: Connie Ng-Wong, Living Wage Compliance Officer, by March 31st, June 30th, September 30th, and December 31st of each year.** If a covered employer has obtained a waiver from the Port Board of Directors, then the employer must still submit an annual payroll report covering each of its employees by December 31st of each year. Failure to provide the list within five days of the due date will result in a penalty of \$500 per day. Covered employers shall maintain payrolls and basic records for all employees and shall preserve them for a period of at least three years after the close of the compliance period.
- 6) Require subcontractors, tenants and subtenants, or licensees who are covered by these requirements to comply with the provisions of these regulations. **Covered employers shall be responsible for including language committing the subcontractor's, tenant's or licensee's agreement to comply, in the contract with the subcontractor.** Covered employers shall submit a copy of such subcontracts or other such agreements to the Port Division of Social Responsibility.
- 7) Permit authorized Port representatives access to work sites and, with employee consent, relevant payroll records for the purpose of monitoring compliance with these regulations, investigating employee complaints of non-compliance and evaluating the operation and effects of these regulations, including the production for inspection and copying of its payroll records for any or all of its employees for the applicable compliance period. Permit a representative of the labor organizations in its industry to have access to its workforce at the Port during non-working time and in non-work areas to ensure compliance.

Employers who fail to submit documents, declarations or information required to demonstrate compliance with these regulations shall be deemed noncompliant or non-responsive and subject to the remedies as set forth in §728.



COVERED BUSINESS CHECKLIST WRITE YES/NO ANSWER IN APPROPRIATE BOX:

1. Is the Business entering into a contract, tenancy agreement or subordinate agreement (such as, subcontract, subtenancy, or sublicense) with the Port? *If no, go on to question 2. If yes, go to question 3.*
2. Has the Business amended an existing contract, tenancy agreement or subordinate agreement at any time since April 2002? *If no to 1 and 2, stop here: the business is not covered. If yes, go to question 3.*
3. Is the contract with Aviation or Maritime divisions for a value of greater than \$50,000 over the life of the contract (over the next five years if contract is for less than a year and expected to be renewed or extended)? *If no, stop here; the contract is not covered. If yes, go to question 4.*
4. Is the contract for service other than the delivery of products, equipment or commodities? *If no, stop here: the business is not covered. If yes, go to question 5.*
5. Does the Business employ more than 20 employees who spend at least 10 hours per week (4 hours per week if part time employees) working under the contract with the Port or on Port property? Indicate the number of employees that are employed by the Contractor _____. *If no, stop here the business is not covered. If yes, go to question 6. exemptions for specified employees of a covered employer.*

All employees of a covered employer are required to be provided compensation and other benefits as provided under §728 of the Charter, except for specified employees exempt under the following exemptions. The following questions should be answered for each employee.

6. *Does the employee work less than 25% of his/her time (10 hours per week for full time employee) under the contract with the Port? If yes, stop here; the specified employee is exempt. If no, go to question 7.*
7. *Is the employee under 21 years of age, employed by a government agency or nonprofit for after school or summer employment, or as a trainee for 90 days or less? If yes, stop here; the specified employee is exempt. If no, go to question 8.*
8. *Has the Business obtained a waiver that covers the employee? If yes, stop here; the specified employee is exempt. If no, go to question 9.*
9. *Is the employee participating in a bona-fide temporary job-training program in which a significant part of the compensation consists of acquiring specialized*

knowledge, abilities or skills in a recognized trade? If yes, stop here; the specified employee is exempt. If no, go to question 10.

10. *Is the employee a volunteer who is not compensated other than for incidental expenses or stipends? If yes, stop here; the specified employee is exempt. If no, go to question 11.*
11. *Is the employee working for the Business less than 20 hours per week for a period of 6 months or less? If yes, stop here the specified employee is exempt. If no, go to question 12.*
12. *Of the remaining employees (employees for which no exemption applies as indicated by your answers to questions 6 through 11), are there 20 or fewer non-exempt employees working for the employer under the Port Contract? If yes, stop here; each of the remaining specified employee(s) is/are exempt. If no, each of the remaining specified employee(s) is covered by §728.*

The undersigned authorized representative of Contractor hereby certifies under penalty of perjury that all of the information on this form is true and accurate.

| | |
|-------------------------------------|---|
| _____ Company Name | _____ Signature of Authorized Representative |
| _____ Address | _____ Type or Print Name & Title |
| _____ Area Code and Phone | _____ Email Address |
| _____ Name of Primary Contact | _____ Date |
| _____ Project Name (Be Specific) | |

Submit Completed Checklist To:

Connie Ng-Wong

Port of Oakland

Social Responsibility Division

530 Water Street

Oakland, CA 94607

Phone: (510) 627-1390 Fax: (510) 451-1656

Email: cng-wong@portoakland.com



PORT OF OAKLAND

**Certificate of Compliance –
Living Wage**

The City of Oakland Living Wage Charter §728 ("§728") and Port Ordinance No. 3666 ("Ordinance 3666") as amended, provide that certain employers that enter into a contract, lease, license (or a subcontract, sublease, sublicense, or other agreement) with the Port for \$50,000 or more over the term of the contract and certain recipients of Port financial assistance for \$50,000 or more shall pay a prescribed minimum level of compensation to their covered employees ("Employees").

The undersigned ("Contractor") submits this certificate under penalty of perjury and as a condition of payment of its invoice(s) for service provided under the _____ agreement between the Port and Contractor.

- 1) Contractor hereby certifies that it is in compliance with §728 and Ordinance 3666 with respect to all non-exempt Employees of Contractor engaged in Port-related employment or work on Port property.
- 2) Contractor hereby acknowledges that the Port is relying on Contractor's certification of compliance with §728 and Ordinance 3666 as a condition of payment of Contractor's invoice(s).
- 3) Contractor understands that it may be subject to fines or penalties for noncompliance with §728 and Ordinance 3666 up to and including potential fines of \$500 per day until Contractor complies.
- 4) Contractor hereby certifies that claims, records and statements relating to Contractor's compliance with §728 and Ordinance 3666 are true and accurate, that such claims, records and statements are made with the knowledge that the Port will rely on such claims, records and statements, and that such claims, records and statements are submitted to the Port for the express benefit of Contractor's employees engaged in Port-related employment or work on Port property.

Please check the appropriate box and sign below

- Contractor hereby certifies its compliance with all of its obligations under §728 and Ordinance 3666;
- Contractor hereby certifies that all Employees of Contractor working under Contractor's contract with the Port are compensated at wage rate(s) greater than \$12.00 per hour;
- Contractor hereby certifies that it is not currently covered by §728 or Ordinance 3666. Contractor further certifies that should §728 or Ordinance 3666 become applicable, Contractor will comply with all of its Living Wage obligations.

All terms used herein and not defined shall have the meaning ascribed to such terms in §728 and Ordinance 3666.

The undersigned authorized representative of Contractor hereby certifies under penalty of perjury that all of the information on this form is true and accurate.

| | |
|----------------------------|--|
| Company Name | Signature of Authorized Representative |
| Address | Type or Print Name & Title |
| Phone and Email | Date |
| Project Name (Be Specific) | |

Submit to: Connie Ng-Wong, Port of Oakland, Social Responsibility Division, 530 Water Street, Oakland, CA 94607. Email: cng-wong@portoakland.com



PORT OF OAKLAND

Statement of Living Wage Requirements

RFQ No.: 14-15/09 - Managed Print Services

I hereby certify that _____ (Legal Name of Respondent/Supplier/Consultant/Contractor), has reviewed the Living Wage Requirements, included herein as Attachment 6 to this Request for Qualifications and will comply with said requirement. Upon execution of an Agreement, the selected consultant will be required to complete the attached Employer Self-Evaluation Form and Certificate of Compliance –Living Wage Form of this Request for Qualifications, and submit them to the Social Responsibility Division.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct.

Signature

Printed Name

Title

Date



PORT OF OAKLAND

Insurance Acknowledgement Statement

RFQ No.: 14-15/09 - Managed Print Services

I hereby certify that _____ (Legal Name of Respondent) agrees to meet all of the Port's Insurance requirements included in the Professional Services Agreement attached to this Request for Qualifications and Respondent will be able to evidence such insurance when and if awarded the contract and will provide proof of insurance at the time of project award if awarded the contract.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

Signature

Printed Name

Title

Date

ATTACHMENT 9

PROFESSIONAL SERVICES AGREEMENT

Between



PORT OF OAKLAND

And

(Contract No. «Resolution»)

Dated

«EffectiveDate»

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CONTRACT FOR PROFESSIONAL SERVICES

«ConsultantnaMe»
(«ScopeofWork»)

THIS CONTRACT FOR PROFESSIONAL SERVICES (“Contract”) is entered into on «EffectiveDate», between the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners (“Port”), and «ConsultantnaMe» (“Consultant”), identified on Appendix D, who agree as follows:

1. SCOPE OF PROFESSIONAL SERVICES.

The Consultant shall perform all services described in Appendix A (“Services”), for the compensation set forth in Appendix B (“Payment”), which appendixes are attached and made a part of this Contract.

2. TERM.

This Contract shall become effective upon its execution by Consultant and by Port (including approval by the Port Attorney). All Services whenever performed shall be deemed performed under this Contract, and all compensation paid to Consultant on account of the Services performed shall be deemed as payments of the Compensation.

3. STANDARD OF PERFORMANCE.

Consultant represents that it possesses all necessary training, licenses and permits to perform the Services, and that its performance of the Services will conform to the standard of practice of a professional that specializes in performing professional services of like nature and complexity of the Services.

4. SUBCONSULTANTS.

Consultant shall perform the Services using the persons and subconsultants listed in Appendix A. Consultant shall hire only qualified persons or firms who are experienced in performing work of like nature and complexity to the Services, and who agree to be bound to the terms of the Contract to the extent of this scope of services. Consultant may substitute personnel or subconsultants prior to any such subconsultants commencing work only upon the Project Manager’s written consent, which may be withheld or delayed in Port’s discretion.

The Port of Oakland, as a Department of the City of Oakland, participates in the California Public Employees' Retirement System ("CalPERS"), and the use of any consultant or sub-consultant employees who have retired from a CalPERS agency shall be in compliance with applicable CalPERS rules and regulations.

5. INDEMNIFICATION AND LIABILITY.

5.1 To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782, 2782.6 and 2782.8), Consultant shall defend (with legal counsel chosen or approved by the Port Attorney), indemnify and hold harmless Port and its officers, agents, departments, officials, representatives and employees (collectively “Indemnitees”) from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Consultant or its Subconsultants), expense and liability of every

«ConsultantnaMe»

kind, nature and description (including, without limitation, incidental and consequential damages, court costs, paralegal and attorneys' fees (including costs attributable to in-house paralegals and attorneys), Port staff costs, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) the Services under this Agreement, or any part thereof, or (2) any negligent act or omission of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part by the sole negligence, active negligence, or willful misconduct of such Indemnitee, but shall apply to all other Liabilities.

5.2 Consultant shall defend (with legal counsel chosen or approved by the Port Attorney), indemnify and hold harmless the Indemnitees from all loss, cost, damage, expense, liability or claims, in law or in equity, including paralegal and attorneys' fees (including costs attributable to in-house paralegals and attorneys), Port staff costs, court costs, litigation expenses and fees of expert consultants or expert witnesses, that may at any time arise for any infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other proprietary right of any person or persons in consequence of the use by Port, or any of the other Indemnitees, of articles or Services to be supplied in the performance of this Agreement.

6. NOTICES.

The Port and Consultant shall provide notices to the other in the form of a writing, sent by facsimile and by U.S. Mail. If to the Port, it shall be addressed to the Project Manager (identified on Appendix E) at:

**Port of Oakland
530 Water Street
Oakland, CA 94607**

or to such other place as the Port may such similar notice in writing designate. If to the Consultant, the same shall be addressed to the individual and address noted on Appendix D hereto or to such other place as the Consultant may by such similar notice in writing designate.

7. INSURANCE.

At its own expense, the Consultant shall maintain in force during the term of this Agreement insurance type(s) and in the amount(s) required by Appendix C hereof.

8. INDEPENDENT CONTRACTOR.

Consultant shall at all times be deemed an independent contractor wholly responsible for the manner in which it performs the Services, and fully liable for the acts and omissions of its employees, subconsultants and agents. Under no circumstances shall this Contract be construed as creating an employment, agency, joint venture or partnership relationship between Port and Consultant, and no such relationship shall be implied from performance of this Contract. Terms in this Contract referring to direction from Port shall be construed as providing for direction as to policy and the result of services only, and not as to means and methods by which such a result is obtained. Consultant shall pay all taxes (including California sales and use taxes) levied upon this Contract, the transaction, or the Services and/or goods delivered pursuant hereto without additional compensation, regardless of which party has liability for such tax under applicable law, and any deficiency, interest or penalty asserted with respect thereto. Consultant represents that it will collect, report, and pay all sales and or use taxes to the State Board of Equalization. Upon full payment, the Consultant will issue the Port a receipt pursuant to California Revenue and Taxation Code Section 6203, relieving the Port of all liability for any tax relating to the scope of this Agreement. The Consultant shall pay all other taxes including but not limited to any applicable City of Oakland business tax, not explicitly assumed in writing by the Port hereunder. The Consultant shall comply with all valid administrative regulations respecting the assumption of liability for the payment of payroll taxes and contributions as above described and to provide any necessary information with respect thereto to proper authorities.

«ConsultantName»

9. CONFLICT OF INTEREST; CONFIDENTIALITY.

9.1 Consultant represents that it is familiar with Section 1090 and Section 87100 et seq. of the Government Code of the State of California, and that it does not know of any facts that constitute a violation of said sections.

9.2 Consultant represents that it has completely disclosed to Port all facts bearing upon any possible interests, direct or indirect, which Consultant believes any member of Port, or other officer, agent or employee of Port or any department presently has, or will have, in this Agreement, or in the performance thereof, or in any portion of the profits thereunder. Willful failure to make such disclosure, if any, shall constitute ground for termination of this Agreement by Port for cause. Consultant agrees to comply with all conflict of interest codes adopted by the City of Oakland and Port of Oakland and their reporting requirements.

9.3 Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of Services required under this Agreement. Without limitation, Consultant represents to and agrees with the Port that Consultant has no present, and will have no future, conflict of interest between providing the Port the Services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to the Port, as determined in the reasonable judgment of the Port. The provisions of this Section 9 shall remain fully effective indefinitely after termination of Services to the Port hereunder.

9.4 Consultant acknowledges and agrees that, in the performance of the Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information which may be owned or controlled by Port and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to Port. Consultant agrees that all information disclosed by Port to or discovered by Consultant shall be held in strict confidence and used only in performance of the Agreement. Consultant shall exercise the same standard of care to protect such information as a reasonably prudent Consultant would use to protect its own proprietary data, and shall not accept employment adverse to the Port's interests where such confidential information could be used adversely to the Port's interests. Consultant agrees to notify the Port immediately in writing if it is requested to disclose any information made known to or discovered by Consultant during the performance of or in connection with this Agreement.

9.5 Any publicity or press releases with respect to the Project or Services shall be under the Port's sole discretion and control. Consultant shall not discuss the Services or Project, or matters pertaining thereto, with the public press, representatives of the public media, public bodies or representatives of public bodies, without Port's prior written consent. Consultant shall have the right, however, without Port's further consent, to include representations of Services among Consultant's promotional and professional material, and to communicate with persons or public bodies where necessary to perform under this Agreement.

9.6 The provisions of this Section 9 shall remain fully effective indefinitely after termination of Services to the Port hereunder.

10. SUSPENSION AND TERMINATION OF SERVICES.

(i) Port may direct Consultant to suspend, delay or interrupt Services, in whole or in part, for such periods of time as Port may determine in its sole discretion. Port may issue such directives without cause. Port will issue such directives in writing. Suspension of Services shall be treated as an excusable delay. (ii) Port may terminate performance of the Services under this Contract in whole, or from time to time in part, for default, should Consultant commit a material breach of this Contract, or part thereof, and not cure such breach within ten (10) calendar days of the date of Port's written notice to Consultant demanding such cure. In the event Port terminates this Contract for default, Consultant shall be liable to Port for all loss, cost, expense, damage and liability resulting from such breach and termination. (iii) Port may terminate performance of the Services under this Contract in whole, or from time to

«ConsultantName»

time in part, for convenience, whenever Port determines that such termination is in Port's best interests. In the event Port terminates this Contract for convenience, Consultant shall be entitled to recover its costs expended up to the termination plus reasonable profit thereon to the termination date, but may recover no other cost, damage or expense.

11. OWNERSHIP OF WORK PRODUCT.

Any interest (including copyright interests) of Consultant or its subcontractors or subconsultants, in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its subcontractors or subconsultants in connection with the Services, shall become the property of the Port. To the extent permitted by Title 17 of the United States Code, work product produced under this Contract shall be deemed works for hire and all copyrights in such works shall be the property of the Port. With Port's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities.

12. AUDIT/INSPECTION OF RECORDS.

12.1 Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Contract, and invoices, payrolls, records and all other data related to matters covered by this Contract. Consultant shall permit Port to audit, examine and make copies, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Contract shall have the same rights conferred to Port by this section. Such rights shall be specifically enforceable.

12.2 The Consultant shall maintain full and adequate records in accordance with Port requirements to show the actual costs incurred by the Consultant in the performance of this Agreement. If such books and records are not kept and maintained by Consultant within a radius of fifty (50) miles from the offices of the Port at 530 Water Street, Oakland, California, Consultant shall, upon request of the Port, make such books and records available to the Port for inspection at a location within said fifty (50) mile radius or Consultant shall pay to the Port the reasonable, and necessary costs incurred by the Port in inspecting Consultant's books and records, including, but not limited to, travel, lodging and subsistence costs. Consultant shall provide such assistance as may be reasonably required in the course of such inspection. The Port further reserves the right to examine and reexamine said books, records and data during the three (3) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the Port, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after the Port makes the final or last payment or within three (3) years after any pending issues between the Port and Consultant with respect to this Agreement are closed, whichever is later.

12.3 If the Consultant's books and records have been generated from computerized data, Consultant agrees to provide the Port or its representative extracts of data files in a computer readable format on data disks, e-mail with attached files or suitable alternative computer data exchange formats. The Consultant should not charge the Port for the reasonable use of the Consultant's photocopying machine while conducting the audit, nor for any cost of retrieving, downloading to diskette, and or printing any records or transactions stored in magnetic, optical, microform or other media.

12.4 Consultant agrees, upon commencement of an audit by or on behalf of the Port pursuant to this Section 12 (an "Audit"), to toll for the Tolling Period (as defined below) all applicable periods of any statutes of limitations, laches or other defenses based on the Port's failure to file an action during the Tolling Period with regard to any matter arising out of the Audit. Such tolling shall commence on the Port's written notice to the Consultant that the Audit has commenced (the "Tolling Effective Date") and shall end four years after the date that the Port delivers to the Consultant a written copy of the Port's final findings on the Audit or on such later date as may be set forth in a written agreement between the parties (the later of such dates is the "Tolling Termination

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Date,” and the period commencing on the Tolling Effective Date and ending on the Tolling Termination Date is the “Tolling Period”); provided, however, that the Tolling Period shall in no event be in excess of the time provided for in California Code of Civil Procedure § 360.5. Consultant agrees not to assert the defense of laches, statute of limitations or any other defense based upon the Port’s failure to timely file an action during the Tolling Period with regard to any matter arising out of the Audit. Notwithstanding the foregoing, the tolling agreement set forth in this paragraph shall be inadmissible to determine liability or damages or any issue in dispute (other than the Tolling Period) under the Audit, whether before regulatory bodies, alternative dispute resolution proceedings or state or federal courts.

13. NON-DISCRIMINATION.

Consultant acknowledges that it has received and reviewed a copy of the most current version of the Port of Oakland’s Unlawful Harassment Policy and Procedures. The purpose of these procedures is to provide an effective and expedited system of resolving allegations of employment discrimination and prevention of unlawful harassment in the workplace. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry age (over 40), physical or mental disability, cancer- related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. Consultant shall take affirmative action to ensure that applicants and employees are treated fairly. Such action shall include, but not be limited to the following: hiring, upgrading, recruitment, advertising, selection for training, including apprenticeship, demotion, transfer, compensation, lay-off or termination, or any other term or conditions of employment.

14. DISPUTES.

Consultant shall continue its work throughout the course of any dispute, and Consultant’s failure to continue work during a dispute shall be a material breach of this Contract.

15. CALIFORNIA LAW.

This Contract shall be deemed to have been executed in the City of Oakland, Alameda County, California. Enforcement of this Contract shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Contract shall be in Alameda County, California. Should any clause, provision or aspect of this Contract be determined at any time to be unenforceable or in contravention of law, then the remaining clauses and provisions of this Contract shall be enforceable to the fullest extent permitted by law and construed to give effect to fullest extent possible the intent of this Contract.

16. NO THIRD PARTY BENEFICIARIES.

Except as expressly provided in this Contract, nothing in this Contract shall operate to confer rights or benefits on persons or entities not party to this Contract. Time is of the essence in the performance of this Contract.

17. ENTIRE CONTRACT.

This Contract and any written modification shall represent the entire and integrated agreement between the parties hereto regarding the subject matter of this Contract, shall constitute the exclusive statement of the terms of the parties’ agreement, and shall supersede any and all prior negotiations, representations or agreements, written or oral, express or implied, that relate in any way to the subject matter of this Contract or written modification. All prior negotiations are merged into this Contract and shall be inadmissible in any enforcement of this Contract.

18. NO WAIVER.

The granting of any progress payment, and any inspections, reviews, approvals or oral statements by any Port representative, or certification by any governmental entity, shall in no way limit Consultant’s obligations under this Contract. Either party’s waiver of any breach, or the omission or failure of either party, at any time, to enforce

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any right reserved to it, or to require strict performance of any provision of this Contract, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof. This Contract may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of Port and Consultant.

19. STATUTES OF LIMITATION.

As between the parties to this Contract, any applicable statute of limitations for any act or failure to act shall commence to run on the date of Port's issuance of the final Certificate for Payment, or termination of this Contract, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

20. COVENANT AGAINST CONTINGENT FEES:

20.1 Consultant warrants that no person or agency has been employed or retained to solicit or obtain the Agreement upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Port, at its option, may annul the Agreement or deduct from the contract price or otherwise recover from Consultant the full amount of the contingent fee.

20.2 As used in this Section, "bona fide agency" means an established commercial or selling agency, maintained by Consultant for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Port contracts nor holds itself out as being able to obtain any Port contract or contracts through improper influence.

20.3 As used in this Section, "bona fide employee" means a person, employed by Consultant and subject to Consultant's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Port contracts nor holds itself out as being able to obtain any Port contract or contracts through improper influence.

20.4 As used in this Section, "contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Port contract.

20.5 As used in this Section, "improper influence" means any influence that induces or tends to induce a Port Commissioner, employee or officer to give consideration or to act regarding a Port contract on any basis other than the merits of the matter.

21. SEVERABILITY.

Any provision or portion thereof of this Contract prohibited by, or made unlawful or unenforceable under any applicable law of any jurisdiction, shall as to such jurisdiction be ineffective without affecting other provisions or portions thereof of this Contract. If the provisions of such applicable law may be waived, they are hereby waived to the end that this Contract may be deemed to be a valid and binding agreement enforceable in accordance with its terms to the greatest extent permitted by applicable law.

22. COMPLIANCE WITH LAWS.

22.1 Consultant represents that it will comply with all applicable laws, ordinances, general rules or regulations, permits, or land use restrictions or limitations at any time applicable thereto of any public or governmental authority, including the City and the Port, including but not limited to The Charter of the City (including without limitation Section 728 entitled "Living Wage and Labor Standards at Port-Assisted Businesses" and Port Ordinance No. 3666 entitled "An Ordinance Establishing a Living Wage Requirement") in the performance of the Services, regardless of whether such laws are specifically stated in this Agreement and regardless of whether such laws are in effect on the date hereof. Consultant shall comply with all security

«ConsultantName»

requirements imposed by authorities with jurisdiction over the Project (including, but not limited to, Federal Aviation Administration, U.S. Department of Transportation, and other government agencies), and will provide all information, work histories and/or verifications as requested by such authorities for security clearances or compliance.

22.2 Consultant further represents that all plans, drawings, specifications, designs and any other product of the Services will comply with all applicable laws, codes and regulations, consistent with the standard of care in this Agreement.

22.3 Consultant, as a condition of execution of this Contract certifies under penalty of perjury and as a condition of payment of its invoice(s) for service provided under this Contract as follows:

- a. All Employees, as defined respectively under Port Ordinance No. 3666, and Section 728 of the Charter of the City of Oakland (Hereinafter "Living Wage laws"), as amended from time to time, engaged in Covered Activities (as defined in the respective Living Wage laws) shall be compensated in compliance with the requirements of the respective and applicable Living Wage laws;
- b. Claims, records and statements relating to Consultant's compliance with the Living Wage laws are true and accurate, and are made with the knowledge that the Port will rely on same, and that they are submitted to the Port for the express benefit of Consultant's employees engaged in Covered Activities;
- c. Should the Living Wage laws not apply to Consultant at the time this Contract is entered into, but thereafter become applicable, Consultant will comply with all of its obligations under the respective Living Wage laws, when applicable; and
- d. All terms used in this Section 22.3 and not defined shall have the meaning ascribed to such terms in the respective applicable Living Wage laws.

23. AGENT FOR SERVICE OF PROCESS.

Pursuant to California Code of Civil Procedure, Section 416.10, Consultant hereby designates an agent for service of process as identified in Appendix D hereto.

Consultant may at any time designate a new agent for service in the State of California by providing written notice, duly executed in the same manner as this Agreement, of the full name and address of its new agent. Unless otherwise agreed in writing by the Port of Oakland, no attempt to revoke the agent's authority to receive service shall be valid unless Port of Oakland has first received a duly executed designation of a new agent meeting the requirements of California law.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day first mentioned above.

CITY OF OAKLAND, a municipal corporation, acting by and through its Board of Port Commissioners,

By _____
J. CHRISTOPHER LYTLE
Executive Director

Date: _____

«ConsultantnaMe»,
a _____ corporation,

By _____
Authorized Signature

Print Name and Title
(If Corporate: Chairman, President or Vice President)

Date: _____

Attest _____
Authorized Signature

Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer, or Assistant Treasurer)

Date: _____

Approved as to form and
legality this _____ day of
_____ 2014.

DANNY WAN
Port Attorney

**THIS AGREEMENT SHALL NOT BE VALID
OR EFFECTIVE FOR ANY PURPOSE
UNLESS AND UNTIL SIGNED BY THE PORT
ATTORNEY .**

Port Resolution No. «Resolution»

P.A.#: _____

APPENDIX A – SCOPE OF SERVICES

This is an appendix attached to, and made a part of, the Contract dated «EffectiveDate», between the City of Oakland acting through its Board of Port Commissioners (“Port”) and «ConsultantnaMe» (“Consultant”) for the provision of professional services.

SCOPE OF WORK

APPROVED SUBCONSULTANTS: Consultant shall use only the following personnel and subconsultants in performing Services.

COMMENCEMENT AND TERM:

- A. Subject to the provisions of this Agreement, the contract will be in effect for [no. of years] commencing on ____ through _____.
- B. The Port has the option of extending the Agreement for an additional [no. of years] in [no. of years] increments as authorized by the Executive Director, provided, however, that there shall be no increase in the maximum compensation payable hereunder.

APPENDIX B – PAYMENT

This is an appendix attached to, and made a part of, the Contract dated «**EffectiveDate**» between the City of Oakland acting through its Board of Port Commissioners (“Port”) and «**ConsultantName**» (“Consultant”) for the provision of professional services.

1. Basic Services. The Port will pay Consultant for Basic Services, a maximum compensation of «**Compensation**» (Contract Price”), which sum includes costs for reimbursable expenses as identified below. Such payment shall be full compensation for all Basic Services required, performed or accepted under this Contract. If Port and Consultant previously executed a purchase order for services within the scope of the Services of this Contract, then the services performed and the compensation paid under that purchase order shall be subject to the terms of this Contract and the previous payments deemed payments against the Contract Price established in this Appendix. Such maximum compensation may only be increased as follows:

- With the prior written approval of the Executive Director for an additional amount not to exceed the limit authorized by the Board in Resolution No. «**Resolution**». Increase in maximum compensation with additional changes in scope of work shall be documented by a supplemental agreement to this contract.
- With the adoption of authorizing resolution by the Board of Port Commissioners.

2. Payment Schedule. Progress payments for Basic Services for each phase of the work shall be made as follows:

- upon completion of the work as invoiced
- monthly as set forth in the attached schedule.

3. Reimbursable Expenses. Reasonable expenses to be reimbursed upon approval of Project Manager.

- Yes. The Port will pay Consultant for “Costs and Reimbursable Expenses” as set forth below. All costs not listed will not be allowed.

3.1 Travel Costs. Consultant shall obtain written approval of the Port Project Manager for all travel costs prior to submitting the invoice for reimbursement of these costs. The Port Project Manager will review and determine, in the Port's sole discretion, whether the travel costs are reasonable and reimbursable based on the Port's Travel Authorization and Reimbursement Policy/Administrative Policy No. 406. (The Port will provide a copy of AP 406 to Consultant upon request.) The reasonable expense of travel costs incurred by Consultant when requested by Port to travel to a location more than 50 miles from either the project site, the Consultant’s office(s), or the Port’s office, incurred.

3.2 Delivery Costs. Courier services and overnight delivery costs incurred.

3.3 Reproduction Costs. Reproduction and postage costs of required plans, specifications, bidding and Contract Documents, if any, incurred.

- No

Limits:

4. Invoices. All payments shall require a written invoice from Consultant in a form acceptable to Port. Port shall make payment on approved amounts within each invoice within 30 days of receipt. **Original invoices shall be sent to PORT OF OAKLAND, Accounts Payable, P.O. Box 28413, Oakland, CA 94604.**

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APPENDIX C - INSURANCE

This is an appendix attached to, and made a part of, the Contract dated «EffectiveDate» between the City of Oakland acting through its Board of Port Commissioners (“Port”) and «ConsultantnaMe» (“Consultant”) for the provision of professional services as defined and required by the Agreement (hereinafter “Services”).

1. Commercial General Liability Insurance

- **Coverage:** Standard ISO Commercial General Liability form.
- **Limits:** \$1,000,000 per occurrence; \$2,000,000 annual general aggregate; \$2,000,000 products and completed operations aggregate; \$1,000,000 each offense for personal and advertising injury.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per occurrence unless otherwise approved by Port Risk Management.
- **Additional Insured:** The City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.
- Cross liability/separation of insureds.
- Waiver of subrogation in favor of additional insured.
- If the Services involve construction activities, completed operations coverage must remain in force until at least 5 years after completion and acceptance of the Services.

2. Business Automobile Liability Insurance

- **Coverage:** Standard ISO Business Automobile Liability form for all owned, non-owned and hired automobiles.
- **Limits:** \$1,000,000 each accident.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per accident unless otherwise approved by Port Risk Management.
- **Additional Insured:** The City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.
- Waiver of subrogation in favor of additional insured.

3. Contractor’s Pollution Legal Liability Insurance

- **When Required:** If the Services involve any construction activities, or any grading, excavating, underground utilities, piping, trenching, or any work below the surface of the ground, or involves the hauling or disposal of hazardous or regulated materials.
- **Coverage:** Contractor’s Pollution Legal Liability occurrence or claims made form.
- **Limits:** \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- **Deductible/Self-Insured Retention:** Not more than \$100,000 per occurrence unless otherwise approved by Port Risk Management.
- **Additional Insured:** The City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.
- Waiver of subrogation in favor of additional insured.
- **Additional Term if Claims Made Form:** 2 years following completion and acceptance of the Services.
- **Definition of “Covered Operations”** shall include All work performed by Consultant or its contractors or subcontractors.

4. Workers’ Compensation and Employer’s Liability Insurance

- **Coverage:** Statutory Workers’ Compensation and Side B Employer’s Liability form.
- **Limits:** Statutory for workers’ compensation and \$1,000,000 per accident, \$1,000,000 bodily injury each employee, and \$1,000,000 policy limit for bodily injury by disease, for Employer’s Liability.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per occurrence for Employer’s Liability unless otherwise approved by Port Risk Management.

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- Waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.

5. Professional Liability Insurance

- **Coverage:** For errors and omissions arising out of the Services.
- **Limits:** \$1,000,000 per claim and annual aggregate.
- **Deductible/Self-Insured Retention:** Not more than \$100,000 per claim unless otherwise approved by the Port Risk Management.
- **Additional Term:** 2 years after completion and acceptance of the Services.
- If the Services involve software or technology services, Technology Liability coverage, including coverage for privacy liability.
- If the Services involve outsourced technology or internet services, Network and Media Liability coverage.

Other Insurance Requirements:

- **Capital Improvement Projects are subject to conversion to PLIP.** The Port reserves the right (but shall not have an obligation) to include this contract in an owner controlled Professional Liability Insurance Program (PLIP), or to purchase project specific or wrap up insurance when the services provided by the Consultant support a capital improvement project. In the event that a PLIP program is instituted, the Consultant and its independent contractors shall comply with the requirements of the PLIP program, as that program is generally described in Port's Professional Insurance Procedures Manual, which is available in the office of the Port Attorney, as such may be modified from time to time. Consultant's obligations under this subsection shall be specifically enforceable. Notwithstanding the foregoing, the Port makes no representations or warranties that it will obtain the insurance authorized by this subsection, and Consultant expressly disavows reliance on any such representations or warranties.
- **Notice of Cancellation.** Consultant or Consultant's agent must provide 30-days prior written notice to the Port Risk Management Department of any insurance policy cancellation, except 10-days prior written notice for non-payment of premium.
- **Proof of Insurance/Insurer Rating.** Consultant must deliver to the Port Risk Management Department, prior to the commencement of the Services, certificates of insurance evidencing all required insurance and additional insured status for the Port. All required insurance shall be provided by insurance companies with current A.M. Best ratings of A- VII or better. Upon failure to so file such insurance certificate, the Port may without further notice and at its option either (1) exercise the Port's rights; or (2) procure such insurance coverage at the Consultant's expense and the Consultant shall promptly reimburse the Port for such expense (Services may be interrupted without proper evidence). In addition to the certificate of insurance, Consultant shall provide copies of the actual insurance policies if requested by the Port.
- Please send certificates and other required insurance information to:
 - Port of Oakland
 - Attn: Risk Management Dept.
 - 530 Water Street
 - Oakland, CA 94607
 - Fax: (510) 627-1626
 - Email: risktransfer@portoakland.com

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APPENDIX D

CONSULTANT AND CONSULTANT'S NOTICE ADDRESS

Full Legal Name of Consultant: «ConsultantnaMe»

Corporate Address:

Form of Business Entity (Check one)

- Sole proprietorship
- Corporation: State of _____
- Partnership: General Limited
- Limited Liability Company
- Other: _____

If Corporation: (*Required Information*)
Agent for Service of Process (Name and Address)

Contact Individual / Position:

Telephone No.:

Facsimile No.:

E-Mail Address (if any):

Website (if any):



APPENDIX E
PROJECT MANAGER

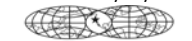
Division Director

Technical Manager

«ConsultantnaMe»

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