



IRVINE UNIFIED SCHOOL DISTRICT

FURNITURE & EQUIPMENT BID NO. 2021/22-3FA

**Bid Deadline/Opening:
June 8, 2022 at 11:00 am**

Contact: Dana Grudem
Facilities Planning
Irvine Unified School District
2015 Roosevelt, Irvine CA 92620
949.936.5327
Email: DanaGrudem@iusd.org

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***IF THE ITEMS IDENTIFIED BY AN ASTERIK ARE NOT RETURNED AT THE TIME OF THE
BID OPENING, THE BIDDER WILL BE DECLARED NONRESPONSIVE.**

+ITEMS THAT SUCCESSFUL BIDDER MUST SUBMIT AFTER THE AWARD

Required Documents

****Please return this sheet with your bid documents****

Bid Documents Due at the Submission of the Due Date

- Bid Form
- Bid Form Pricing Sheet (all pages)
- References (Form)
- Requirements for Contractors Working on a Public Works Project form
- Current Certificate of Liability Insurance
- Resellers Permit and/or Letter from Manufacturer
- Noncollusion Declaration
- Certification of Primary Participation Regarding Debarment, Suspension, and other Responsibility Matters
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Other Forms not Required Until After Award

- Agreement
- Certificate of Liability Insurance, including an Additional Insured Endorsement, this is a separate document (Irvine must be named as an Additional Insured)
- Contractor's Certificate Regarding Non-Asbestos Containing Materials
- Certification of Participation of Disabled Veteran Business Enterprises
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NOTICE CALLING FOR BIDS

DISTRICT: IRVINE UNIFIED SCHOOL DISTRICT

BID DEADLINE: JUNE 8, 2022 at 11:00 A.M.

PLACE OF RECEIPT: Irvine Unified School District
Facilities/Purchasing
2015 Roosevelt, Building 7
Irvine, California 92620
Attn: Dana Grudem

NOTICE IS HEREBY GIVEN that the Irvine Unified School District of Orange County, California, acting by and through its Governing Board, hereinafter referred to as "District," will receive up to, but not later than, the above-stated bid deadline, sealed bids at the place identified above for the award of a contract for:

FURNITURE & EQUIPMENT, BID NO. 2021/22-3FA

BID DOCUMENTS will be made available on May 2, 2022 (as a download) at the following website: <https://iusd.org/about/departments/business-services/facilities-planning-construction-services/bidder-information>. **Bidders will be responsible for reproducing all documents related to this bid.** All bids shall be made and presented on the forms provided in the bid documents.

Any request for information (RFI's) regarding the interpretation of the bid documents must be received in writing, via e-mail, to DanaGrudem@iusd.org no later than 11:00 a.m. on May 20, 2022.

Time is of the essence. The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bid or in the bidding process. The Award of the Contract, if made by the District, will be by the action of the Governing Board. No bidder may withdraw any bid for a period of sixty (60) calendar days after the date set for the opening of the bids.

Irvine Unified School District
Governing Board

By: Dana Grudem, Supervisor, Facilities Planning

Published:
OC Register
May 1, 2022 & May 8, 2022

CALENDAR OF EVENTS

EVENT	DETAILS	DATE
Bid Published	Orange County Register	May 1, 2022 May 8, 2022
Bid Posted	IUSD Website Facilities Planning & Construction Public Notice	May 2, 2022
Last Day to Submit Request for Information (RFI)/Questions	DanaGrudem@iusd.org	on or before: 11:00 a.m. May 20, 2022
Issue Addendum in Response to RFI(s)	Upload to Website and E-Mail Participating Vendors	on or before: 11:00 a.m. May 25, 2022
Bid Opening/Deadline	Facilities Planning & Construction 2015 Roosevelt (Bldg. 7) Irvine, CA 92620	11:00 a.m. June 8, 2022
*Board of Education Action	Award of Contract	June 28, 2022

*Date is subject to change at the discretion of the District.

INFORMATION FOR BIDDERS

WARNING:

READ THIS DOCUMENT CAREFULLY.

DO NOT ASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM THE SAME DISTRICT.

1. Preparation of Bid Form. Bids shall be submitted on the prescribed Bid Form, Bid Form Pricing Sheet and completed in full. All bid items and statements shall be properly and legibly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall control over the numbers. The signatures of all persons shall be in longhand and in “blue” ink. Prices, wording and notations must be in ink or typewritten.
2. Form and Delivery of Bids. The bid must conform and be responsive to all bid documents and shall be made on the Bid Form and Bid Form Pricing Sheet provided, and the complete bid, together with any and all additional materials as required, shall be enclosed in a sealed envelope, addressed and hand delivered or mailed to **Irvine Unified School District, Facilities Department, 2015 Roosevelt, Building 7, Irvine, CA 92620, Attn: Dana Grudem**, and must be received on or before the bid deadline (Public Contract Code Section 20112). The envelope shall be plainly marked in the upper left-hand corner with the respondent's name, the proposal number and the date and time for the opening of proposals. **It is the bidder's sole responsibility to ensure that its bid is received prior to the bid deadline.** In accordance with Government Code Section 53068, any bid received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened. At the time and place set forth for the opening of bids, the sealed bids will be opened and publicly read aloud.
3. Bid Pricing. **Bid prices are to include shipping, F.O.B. Irvine Unified School District, drawings of layouts, assembly, inside delivery, and any required installation.**
4. Signature. Any signature required on bid documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairperson of the board, president or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall act in all matters relative to the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.

5. Modifications. Changes in or additions to any of the bid documents, alternative proposals, or any other modifications which are not specifically called for in the bid documents may result in the rejection of the bid as being nonresponsive. No oral, telephonic, facsimile or electronic modification of any of the bid documents will be considered.

6. Erasures, Inconsistent or Illegible Bids. The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the bid in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the bid, words shall control numbers. In the event that any bid is unintelligible, illegible or ambiguous, the bid may be rejected as being nonresponsive.

7. Examination of Site and Bid Documents. At its own expense and prior to submitting its bid, each bidder shall examine all bid documents; visit the sites and determine the local conditions which may in any way affect the performance of the work; familiarize itself with all Federal, State and Local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with all requirements of the bid. The District shall not be liable for any loss sustained by the successful bidder resulting from any variance between the actual conditions and data given in the bid documents. Bidder agrees that the submission of bid shall be incontrovertible evidence that the bidder has complied with all the requirements of this provision of the Information for Bidders.

8. Withdrawal of Bids. Any bid may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of bids. The bid security for a bid withdrawn prior to the scheduled closing time for receipt of bids, in accordance with this paragraph, shall be returned. No bidder may withdraw any bid for a period of sixty (60) calendar days after the date set for the opening of bids.

9. Interpretation of Bid Documents. If any bidder is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in, or omissions from the bid documents, a written request for an interpretation or correction thereof must be submitted in writing, via email to Irvine Unified School District Supervisor of Facilities Planning **within the timeframe stated in the Request for Information (RFI) deadline**. No requests shall be considered after this time. The bidder submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of the Bid Documents will be made solely at DISTRICT's discretion and only by written addendum duly issued by the DISTRICT, and a copy of such addendum will be hand delivered or mailed or faxed to each bidder known to have received a set of the Bid Documents. No person is authorized to make any oral interpretation of any provision in the Bid Documents, nor shall any oral interpretation of Bid Documents be binding on the DISTRICT. If there are discrepancies of any kind in the Bid Documents, the interpretation of the DISTRICT shall prevail. SUBMITTAL OF A BID WITHOUT A REQUEST FOR CLARIFICATIONS SHALL BE INCONTROVERTIBLE EVIDENCE THAT THE BIDDER HAS DETERMINED THAT THE BID DOCUMENTS ARE ACCEPTABLE AND SUFFICIENT FOR BIDDING AND COMPLETING THE WORK; AND THAT BIDDER IS CAPABLE OF READING, FOLLOWING AND COMPLETING THE WORK IN ACCORDANCE WITH THE BID DOCUMENTS.

10. Bidders Interested in More Than One Bid. No person, firm or corporation shall be allowed to make, or file, or be interested in more than one bid for the same work unless alternate bids are specifically called for by the DISTRICT. A person, firm, or corporation that has submitted a subproposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders or submitting a bid.

11. Award of Contract. The DISTRICT reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding process. The award of the contract, if made by the DISTRICT, will be by action of the Governing Board by manufacturing and to the highest percent discount (each manufacturer will be awarded to one vendor) and to the lowest responsive and responsible bidder. If two identical low bids are received from responsive and responsible bidders, the DISTRICT will determine which bid will be accepted pursuant to Public Contract Code Section 20117. In the event an award of the contract is made to a bidder, and such bidder fails or refuses to execute the Agreement and provide the required documents within five (5) working days after the notice of award of the contract to bidder, the DISTRICT may award the contract to the next highest percentage discount, responsive and responsible bidder. Due to the large number of line items, the bids will be received at the location and time designated and a spreadsheet of the awarded result will be posted at: <https://iusd.org/about/departments/business-services/facilities-planning-construction-services/bidder-information>.

12. Agreement. The form of Agreement, which the successful bidder, as Contractor, will be required to execute, is included in the bid documents and should be carefully examined by the bidder. The Agreement will be executed in two (2) original counterparts. The complete Agreement consists of the following but not limited to the Notice Calling for Bids, Calendar of Events, Information for Bidders, Bid Form, Bid Form Pricing Sheet, Noncollusion Declaration, Certification of Primary Participant Regarding Debarment, Suspension & Other Related Matters, Certificate of Lobbying, Tobacco Use of Policy, Workers' Compensation Certificate, Agreement, Drug-Free Workplace Certification, Criminal Records Check Certification, W-9, all insurance requirements, General Conditions, and all modifications, addenda and amendments, if any (hereinafter Bid Documents), thereof duly incorporated therein. All of above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment, transportation and services necessary for the proper delivery of all items called for in the Agreement.

13. Competency of Bidders. In selecting the highest percentage discount responsive and responsible bidder, consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the bid. By submitting a bid, each bidder agrees that the District, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, and other factors, which could affect the bidder's performance of the contract. The District may also consider the qualifications and experience of persons and organizations proposed for those portions of the work. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the District. In this regard, the District may conduct such investigations as the District deems necessary to assist in the evaluation of any bid and to establish the responsibility,

qualifications and financial ability of the bidder, proposed subcontractors, and other persons and organizations to do the work to the District's satisfaction within the prescribed time. The District reserves the right to reject the bid of any bidder who does not pass any such evaluation to the satisfaction of the District.

14. Insurance and Workers' Compensation. The successful bidder shall be required to furnish certificates and endorsements evidencing that the required insurance is in effect as set forth in the Agreement. District may request that such certificates and endorsements be completed on District provided forms. In accordance with the provisions of Section 3700 of the Labor Code, the successful bidder shall secure the payment of compensation to all employees. The successful bidder who has been awarded the contract shall sign and file with District prior to performing the work, the Workers' Compensation Certificate included as a part of the proposal documents. Labor Code section 1861.

a. Successful bidder shall, at bidder's sole cost and expense, maintain in full force and effect the following insurance coverages from a California licensed insurer with an A, VIII, or better rating from A.M. Best or an approved self-insurance program, sufficient to cover any claims, damages, liabilities, costs and expenses (including attorney fees) arising out of or in connection with bidder's fulfillment of the obligations under this bid:

i. Comprehensive General Liability Insurance, including bodily injury, property damage and contractual liability with minimum limits set by the DISTRICT. The policy may not contain an exclusion for sexual molestation or abuse coverage, may be waived by the District.

(a)	General Aggregate	\$2,000,000
(b)	Each Occurrence	\$1,000,000
(c)	Products/Completed Operations	\$1,000,000
(d)	Personal and Advertising Injury	\$1,000,000
(e)	Damage to Rented Premises	\$50,000
(f)	Medical Expense (any one person)	\$5,000

ii. Umbrella (excess) liability insurance coverage with a limit of \$3,000,000, unless waived by the DISTRICT. The policy may not contain an exclusion for sexual molestation or abuse coverage, unless waived by the District.

iii. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$1,000,000 per occurrence. (Required only if the bidder drives on behalf of the DISTRICT in the course of performing Services.)

iv. Professional Liability Insurance with a limit of \$1,000,000 per occurrence, unless waived by the DISTRICT and if applicable.

v. Workers' Compensation and Employers Liability Insurance in a form and amount covering bidder's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable

state and federal laws. The policy shall be endorsed with the insurer's waiver of rights of subrogation against the DISTRICT.

It should be expressly understood, however, that the coverage and limits referred to under i., ii., iii., and iv. above shall not in any way limit the liability of the bidder.

- b. No later than five (5) calendar days from execution of the Agreement by the DISTRICT and successful bidder, and prior to commencing the Services under this bid, bidder shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder.

Additional Named Insured. All policies, except for the Workers' Compensation policy shall contain additional endorsements naming the District and its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services hereunder.

Successful bidder shall provide prior written notice to the DISTRICT thirty (30) days in advance of any non-renewal, cancellation, or modification of the required insurance. The certificates of insurance providing the coverages referred to in clauses i. and ii. above shall name DISTRICT, its Governing Board, officers, and employees, as additional insureds with appropriate endorsements. In addition, the certificates of insurance shall include a provision stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." Failure to maintain the above-mentioned insurance coverages shall be cause for termination of the Agreement.

15. Anti-Discrimination. In connection with all work performed under this bid, there shall be no lawful discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, or medical condition. The successful bidder agrees to comply with applicable Federal and State laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900 and Labor Code Section 1735.

16. Hold Harmless/Indemnification and Insurance. The successful bidder awarded the contract will be required to defend, indemnify and hold harmless the District, the Governing Board, officers, agents, and employees and provide the required insurance as set forth in the Agreement.

17. Drug-Free Workplace Certification. Pursuant to Government Code Sections 8350, et seq., the successful bidder will be required to execute a Drug-Free Workplace Certification upon execution of the Agreement. The bidder will be required to take positive measures outlined in the certification in order to ensure the presence of a drug-free workplace. Failure to abide with the conditions set forth in the Drug-Free Workplace Act could result in penalties including termination of the Agreement or suspension of payment thereunder. The bidder will be required to take positive measures outlined in the certification in order to ensure the presence of a drug-free workplace. Failure to abide with the conditions set forth in the Drug-Free Workplace Act could result in penalties including termination of the Agreement or suspension of payment thereunder.

18. Noncollusion Declaration. In accordance with the provisions of Section 7106 of the Public Contract Code, each bid must be accompanied by a no collusion declaration.
19. Tobacco-Free Policy. The successful bidder shall agree to enforce a tobacco-free work site.
20. Criminal Records Check. The successful bidder will be required to comply with the applicable requirements of Education Code Section 45125.1 with respect to fingerprinting of employees and must complete the District's Criminal Records Check Certification.
21. Brand Names and Model Numbers (if applicable). Brand names are included for descriptive purposes, to indicate the quality, design and utility desired. Brand names and model numbers where specified have been shown due to existing standards. Specific makes and models are required in some circumstances in order to be compatible with existing District equipment. This specification is not intended to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this bid request. Recycled products must also meet the requirements set forth in the bid. Bidders may find discrepancies in the model numbers given in that the model number may be an old one and the item is not referred to by a new number. Consideration will be given in that situation. Please note that bid is for the same item as specified by designating "New Number" in the Brand/Model area, should that be the case. Inquiries regarding such discrepancies are to be made in accordance with Section 9: Interpretation of Bid Documents in the Information for Bidders.
22. Substitutions (if applicable). All items bid must conform to the terms and conditions set forth in these bid documents. The District reserves the right to reject all bids that do not conform to the bid. **Should the bidder wish to request any substitution, the bidder shall submit a written request to the District within the timeframe stated for Requests for Information (RFI's) deadline (noted on the Calendar of Events)**. At a minimum, descriptive technical literature (manufacturer's specifications and a picture of the specific item), marked with the appropriate bid item number, should be provided fully describing the claimed "or equal" product. Suitability and valuation of "equals" rest in the sole discretion of the District. Request for substitution received after the timeframe stated for Requests for Information (RFI's) deadline (noted on the Calendar of Events) will not be considered. If the substituted item is acceptable, the District will approve it in an Addendum issued to all bidders of record. It is understood and agreed to by the bidder that the District reserves the right to reject any such proposed substitution. If the material, process, service, or equipment offered by the bidder is not, in the sole opinion of the District, then the bidder expressly understands and agrees that bidder shall furnish the material, process, service, or equipment specified by the District.
23. Samples. Samples of equipment, materials, or supplies may be required for evaluation. Samples will be delivered to the District and returned to the bidder at the bidder's expense. Bidders are hereby notified to have samples ready for prompt evaluation if requested within five (5) calendar days of bid opening. Samples which cannot be provided in that time may not be considered for award.
24. Deviations from Bid Terms and Conditions. Deviations from any bid term or condition shall cause a bid to be rejected as nonresponsive. All deviations must be clearly noted at time of bid submission. If not noted, the assumption is that bidder is bidding as specified.

25. Bid Protest. Any bid protest must be in writing and received by the DISTRICT at the Facilities Planning & Construction Services Office, 2015 Roosevelt, Irvine, CA 92620 before 5:00 p.m. no later than three (3) working days following the bid deadline and must comply with the following requirements:

- (a) Only a bidder who has actually submitted a Bid Proposal is able to submit a bid protest. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
- (b) The bid protest must contain a complete written statement of the basis for the protest and all supporting documentation. Material submitted after the bid protest deadline will not be considered. The protest must refer to the specific portion(s) of the Bid Documents upon which the protest is based. The protest must include the name, address, and telephone number of the person representing the protesting bidder.
- (c) A copy of the bid protest and all supporting documents must also be transmitted in writing by the bid protest deadline to the bidder(s) that is/are the subject of the protest.
- (d) The bidder(s) that is/are the subject of the protest may submit a written response to the protest, provided the response is received by the DISTRICT before 5:00 p.m. no later than two (2) working days after the bid protest deadline or after receipt of the bid protest, whichever is sooner (the "Response Deadline"). The response must include all supporting documentation including the name, address, and telephone number of the person submitting the response. Material submitted after the Response Deadline will not be considered by the District.

The procedure and time limits set forth in this section are mandatory and are the protesting bidder's sole and exclusive remedy in the event of a bid protest. No exceptions to these time limits and procedures will be allowed and shall be strictly enforced by the District. Failure to comply with these procedures and time limits shall constitute a waiver of any right to further pursue a bid protest.

26. Term of Contract. The initial Contract Term will be for one (1) year and may be extended upon mutual consent of District and successful bidder for an additional two (2) one-year periods in accordance with the provisions contained in the Education Code, Section 17596 (K-12). The maximum term of this Agreement is three (3) years.

27. Piggyback Clause. For the term of the Contract and any mutually agreed extensions pursuant to this request for bids, at the option of the vendor, other public agencies within the counties of the State of California may procure identical items off this bid under the same terms and conditions and at the same percentage discount, pursuant to sections 20118 (K-12 school districts) and 20652 (Community College) of the Public Contract Code.

The Irvine Unified School District waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code section. Public agencies within the counties of Los Angeles, Orange, Riverside, San Bernardino and San Diego, California shall process their purchase orders and warrants directly to the successful bidder upon agreement by the District and the successful bidder. **Acceptance or rejection of this clause will not affect the outcome of this bid.**

28. Debarment, Suspension, and Other Responsibility Matters. As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Bidder must certify that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any federal department or agency. Submission of a signed bid in response to this solicitation is certification that Bidder is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also agreement that Irvine Unified School District will be notified of any change in this status. Certification of Primary Participant regarding Debarment, Suspension, and other Responsibility Matters and Certification of Restriction on Lobbying must be completed and submitted at the time of the bid due date or the bidder may be declared as nonresponsive.

29. References. Bidders shall list a minimum of five (5) references where bidder has successfully provided the similar type(s) of services to another large school district or large corporation at the similar size and scope as Irvine Unified School District within the last five (5) years. All references shall include full district/ firm name, address, phone number, management contact, and description of work completed. DISTRICT reserves the right to contact all references even if Bidder has provided the same type of service for Irvine Unified School District in the past. Failure by bidder to provide references with its bid submittal may result in rejection of bid by DISTRICT. The DISTRICT reserves the right to obtain from any or all sources, information concerning bidders which the DISTRICT deems pertinent and to consider such information in evaluating the bidder's bid.

30. Public Information. All materials received by the District in response to this bid shall be made available to the public. If any part of a bidders' material is proprietary or confidential, the bidder must identify and so state, and be submitted separate of the bid documents. Any bidder information used to aid in bid selection must not be restricted from the public.

31. No Assignment. The successful bidder shall not assign, transfer, or convey the contract which may be awarded, or any right accruing there-under, title or interest therein, funds to be received hereunder, or any power to execute the same.

32. Force Majeure Clause. The parties of the Agreement shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

GENERAL CONDITIONS

1. The purpose of this bid is to purchase furniture and equipment for various sites throughout the Irvine Unified School District, on an as-needed basis.

There is no defined scope of work.

2. ADD/ DELETE LOCATIONS: Irvine Unified School District is a growing district; therefore, the District reserves the right to add or delete locations at its discretion at any time throughout the term of this bid.
3. NO MAXIMUM OR MINIMUM QUANTITIES: The District does not guarantee that a minimum or maximum amount will be purchased.

Due to the one-year term and uniqueness of each school site within the District, an estimated quantity or volume cannot be determined.

The District will not consider a bid to be responsive to this solicitation if a minimum quantity or volume purchase is required by the bidder.

4. BID FORM PRICING SHEET – “Other Non-Specified Items”: Refers to furniture, equipment and/or accessories not listed as a line item on the bid form pricing sheet, but are available in the manufacturer’s current catalog.
5. TERM OF AGREEMENT: The initial term of the Agreement is July 1, 2022 through June 30, 2023. Term of the Agreement may be extended upon mutual consent of District and successful bidder(s) for an additional two (2) one (1) year periods in accordance with provisions contained in the Education Code section 17596 (K-12). The maximum term of the Agreement is three (3) years.
6. WARRANTY/QUALITY: Bidder shall guarantee the product or service performed against all defects or failures of materials and workmanship for a minimum period of one (1) year from the actual delivery date and in accordance with the manufacturer warranty (whichever is greater).
7. PRICING: Bid prices are to include **shipping, F.O.B. Irvine Unified School District, drawing of furniture layouts, assembly, inside delivery, tailgate delivery (if necessary) and any required installation.**
8. PRICE ADJUSTMENTS: The District must be notified of any changes in Manufacturer’s List Pricing over the Agreement period within thirty (30) days. In the event of a price decline, such lower prices are to be immediately extended to Irvine Unified School District. In addition, within 24 hours of any price decrease, the District shall be notified in writing of such changes and pending orders shall reflect the newer price.
9. DISCOUNT ADJUSTMENTS: The quoted percentage discounts shall remain in effect for the initial term of the contract after award of bid, and thereafter for any one-year term extension(s). At renewal time, request to decrease percentage discounts cannot exceed 3%.

10. **PRODUCT QUOTING REQUIREMENTS:** Successful bidder(s) will be required to include the following information on quotes requested by the District:
- (a) **For both Specified and Non-Specified items listed on the Bid** as a percentage off must include the bid line item number, Manufacturer's list price and the discount percentage taken off for each item quoted.
 - (b) Manufacturer specification or the catalog page identifying the list price must be include with the quote.
11. **SALES TAX:** Do not include California Sales or Use Taxes in unit prices. This tax will be added and paid for by the District.
12. **DELIVERIES:** Delivery shall be made within 60 days after receipt of a purchase order, unless successful bidder has decided for a longer delivery period. Twenty-four (24) hour notice shall be given to District representative listed on the purchase order prior to any deliveries. When product is ordered, delivered, assembled, and set in place, all shipping material shall be removed from site by contractor. Destination will be designated within the boundaries of the Irvine Unified School District. Actual delivery dates should be coordinated with the District. All shipments shall be accompanied by a packing slip. Purchase order number shall appear on all packing slips, invoices, and packages. Upon award of bid, the awarded bidder(s) shall keep sufficient stock of products and service material to ensure prompt delivery and service schedules.
13. **PAYMENTS:** Payments may be invoiced after actual delivery to the required destination.
14. **CATALOG DISCOUNTS:** The District requests the option to purchase additional items from bidder's catalog not listed in bid. The District requests that bidders list a percentage discount on manufacturer(s) entire furniture and equipment line in addition to the specific models of products that are listed in this bid. Please state percent discount to deduct from catalog list prices at the designated place on the bid. The discount will apply to the manufacturer's current and future retail pricing at the time orders are placed. If bidders are offering more than one discount for a particular manufacturer, please include or attach the discount structure with bid response. After award, successful bidder(s) will be responsible to provide catalogs, brochures, laminate & paint finishes along with fabric swatches to the District. The published catalog price must be verifiable during the course of each calendar year for the term of the bid for audit purposes. All discounted pricing will be subject to the same terms and conditions as the bid items. Any exceptions to across-the-board discounts off of Manufacturer's Price List should be submitted with bid documents. There shall be no minimum quantities required in order for the District to place orders as needed.
15. **MANUFACTURER/AUTHORIZED RESELLER DISTRIBUTOR:** **Bidders must be either manufacturers or factory authorized resellers/distributors for brands they are bidding and must be able to show proof of information (submit with bid).** The manufacturer's letter(s) shall indicate authorization to market, sell, distribute, warrant, or supply any product or service offered by the manufacturer through the bidder named in the bidding documents.

16. DISCONTINUED AWARDED LINE ITEMS: Awarded bidder(s) are required to notify the District Representative(s) immediately when manufacturers have discontinued awarded line item(s). Official notification must be in written format via USPS, fax, or e-mail referencing the bid number and line item number with written proof from the manufacturer of the discontinued item. A replacement will be considered if, and only if, the proposed replacement is equal to or exceeds the discontinued line item(s) specifications, and is offered for an equal or higher percentage discounted price. Successful bidder (s) shall provide substantiating information when requesting consideration of a substitution as an equal. Official notification must be in written format via USPS, fax, e-mail referencing the bid number and the line item number.
17. WARRANTIES AND GUARANTEES: Successful bidder(s) expressly warrant that the goods/services covered in this Agreement are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended.
- If the manufacturer goes out of business or is under new ownership by another manufacturer or vendor, the new owner must assume the warranty responsibility established at the time of sale. The Irvine Unified School District will not be held responsible to cover any charges due to warranty issues.
18. GOVERNING LAW: The laws of the State of California and the County of Orange shall govern all aspects of the bid.
19. NO ASSIGNMENT: The successful bidder shall not assign, transfer, or convey the contract which may be awarded, or any right accruing there-under, title or interest therein, funds to be received hereunder, or any power to execute the same.
20. HAZARDOUS MATERIALS/SUBSTANCES: If any product that will be delivered or supplied to the District as a result of this bid is listed in the Hazardous Substance List of Regulations of the Director of Industrial Relations with the California Occupational Safety and Health Standards Board, or if the product presents a physical or health hazard as defined in the California Code of Regulations, General Industry Safety Order, Section 5194 (T8CCR), Hazard Communication, then the vendor must include a Material Safety Data Sheet (MSDS) with the delivery/shipment. All shipments and containers must comply with the labeling requirements of Title 49, Code of Federal Regulations by identifying the hazardous substance, name and address of manufacturer, and appropriate hazard warning regarding potential hazards.
21. FORCE MAJEURE CLAUSE: The parties of the Agreement shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

22. HOLD HARMLESS/INDEMNIFY: The successful bidder awarded the agreement will be required to indemnify and hold harmless the District, its Governing Board, officers, agents, and employees as set forth in the Agreement. Bidder agrees, at its own expense, cost and risk, to indemnify, defend, and hold harmless the District, its Governing Board, officers, agents, and employees against any and all personal injuries, damages, liabilities, cost, suits, or expenses, including reasonable attorney fees, arising out of any act or omission or the condition of any property owned or controlled by the bidder in the performance of this Agreement.
23. NO WAIVER: No waiver of a breach of any provision of the agreement by the District shall constitute a waiver of any other breach of such provision. Failure of the District and Successful bidder to enforce at any time, or from time to time, any provision of this agreement shall not be construed as a waiver thereof.
24. PROVISIONS REQUIRED BY LAW DEEMED INSERTED: Each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein and the agreement shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or not correctly inserted, then upon application of either party the agreement shall forthwith be physically amended to make such insertion or correction.
25. SEVERABILITY: If any provisions of the agreement shall be unlawful, void, or for any reason, unenforceable, it shall be deemed severable from, and shall in no way effect the validity or enforceability of the remaining provisions of this contract, which shall remain valid and enforceable according to its term.
26. DEFAULT: If successful bidder fails or neglects to furnish and/or deliver the supplies or services at the prices quoted or at the times and places agreed upon or otherwise fails to comply with the terms and conditions of this bid document in its entirety, the District reserves the right to cancel existing services affected by such default, and procure services from other sources and deduct from any unpaid balance due to the successful bidder. The price paid shall be considered the prevailing market price at the time such purchase is made.
27. DRIVING ON PREMISES: The successful bidder's representative driving motor vehicles on the District's school grounds will use extreme caution, especially when school is in session. Drivers will lock any gate or door to which they may have access, both when entering and/or leaving school grounds. Any unusual conditions noted by drivers such as gates or doors found unlocked and/or opened, evidence of vandalism, etc., should be reported to the Irvine Unified School District at (949) 936-5350.

- End of General Conditions -

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: (____) _____ FAX: (____) _____

E-MAIL ADDRESS: _____

**BID FORM AND REQUIRED DOCUMENTS ATTACHED
HERETO**

FOR

**FURNITURE & EQUIPMENT
BID NO. 2021/22-3FA**

FOR

**IRVINE UNIFIED SCHOOL DISTRICT
FACILITIES PLANNING & CONSTRUCTION SERVICES
2015 ROOSEVELT
IRVINE, CA 92620**

BID FORM

Bidder Name: _____
Firm Name: _____
Address: _____
Phone #: _____ Fax #: _____
Contact Person Name: _____
Contact Person Email: _____

To: Irvine Unified School District, acting by and through the Governing Board herein, called the "District."

1. The undersigned bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Bids, Calendar of Events, Bid Form, Bid Form Pricing Sheet, Information for Bidders, Noncollusion Declaration, Certification of Primary Participant Regarding Debarment, Suspension & Other Related Matters, Certificate of Lobbying, Tobacco Use Policy, Workers' Compensation Certificate, Agreement, Drug-Free Workplace Certification, Criminal Records Check Certification, all insurance requirements, General Conditions, specifications, and all modifications, addenda and amendments, if any (hereinafter Bid Documents), the local conditions affecting the performance of the work and the cost of the work at the place where the work is to be done, hereby proposes and agrees to be bound by all the terms and conditions of the Bid Documents and agrees to perform, within the time stipulated, the work, including all of its component parts, and everything required to be performed, and to provide and furnish and pay for any and all of the labor, materials, supplies, tools, equipment, and all applicable taxes, utility and transportation services necessary to perform the work and complete in a good workmanlike manner all of the work required in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the work, in connection with the following:

**FURNITURE & EQUIPMENT
BID NO. 2021/22-3FA**

All in strict conformity with the Bid Documents, including Addenda Nos. ____, ____, ____, on file at the Facilities/Purchasing Office of the Irvine Unified School District for the sums as set forth in this Bid Form.

Each individual bid term shall be determined from reviewing the drawings and specifications and all portions of the Bid Documents, and shall include all items necessary to complete the work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the work, and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the work, and the furnishing of tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform and complete the work, all as per the requirements of the Bid Documents, whether or not expressly listed or designated.

2. It is understood that the District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process. Bidder agrees that this bid shall remain open and not be withdrawn for the period specified in the Information for Bidders.

3. The initial term of the Agreement is through June 30, 2023. Term of the Agreement may be extended upon mutual consent of District and successful bidder(s) for an additional two (2) one (1) year periods in accordance with provisions contained in the Education Code section 17596 (K-12). The maximum term of the Agreement is three (3) years.

4. It is understood and agreed that if written notice of the award of a contract is mailed, faxed, or delivered to the bidder, the bidder will execute and deliver to the DISTRICT the Agreement and will also furnish and deliver to the DISTRICT the Faithful Performance Bond and a separate Payment Bond as specified, and certificates and endorsements of insurance, the Workers' Compensation Certificate, Drug-Free Work Place Certification, the Criminal Records Check Certification, Contractor's Certificate Regarding Non-Asbestos Containing Materials, and the Disabled Veteran Business Enterprises Certification, if applicable, within five (5) working days of the notice of award of the contract, or as otherwise requested in writing by the DISTRICT. It is understood that should bidder fail or refuse to return these documents as required by the DISTRICT, the bid security shall be forfeited to the DISTRICT. The bidder further agrees that the work shall be commenced by the bidder, if awarded the contract, on or before the fifth (5th) day after receiving the DISTRICT's Notice to Proceed, and shall be completed by the bidder in the time specified by the DISTRICT.

5. Communication conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder stated below in Section 6.

6. The name(s) of all persons interested in the bid as principals are as follows:

<u>Name</u>	<u>Address</u>	<u>Phone/ Email</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. The bidder hereby warrants that the bidder has all appropriate licenses and permits to perform the work as specified in the bid documents and that such licenses and permits will be in force and effect throughout the Agreement.

8. The bidder, whether manufacturer, supplier, distributor or retailer, hereby certifies that the products offered under this bid have been placed in regular commercial use for a period of at least three (3) years and that adequate spare parts exist in the marketplace for the items sold.

9. In submitting this bid, the bidder offers and agrees that if the bid is accepted, it will assign to the DISTRICT all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Business & Professions Code Section 16700, et seq.) arising from purchases of goods, materials, or services by the bidder for sale to the DISTRICT pursuant to the bid. Such assignment shall be made and become effective at the time the DISTRICT tenders final payment under the contract. (Public Contract Code Section 7103.5; Government Code Section 4450, 4451 and 4552).

10. The bidder hereby certifies that it is, and at all times during the performance of work hereunder shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the bidder shall indemnify, hold harmless and defend the DISTRICT against any and all actions, proceedings, penalties or claims arising out of the bidder's failure to comply strictly with the IRCA.

11. It is understood and agreed that if requested by the DISTRICT, the bidder shall furnish a notarized financial statement, references, and other information required by the DISTRICT that is sufficiently comprehensive to permit an appraisal of bidder's ability to perform the work.

12. **Time is of the essence.**

13. The required Noncollusion Declaration is attached as required by Public Contract Code Section 7106. Bidder understands and agrees that failure to submit a completed and signed declaration will render the bidder automatically nonresponsive.

14. Failure to complete the Bid Form and Bid Form Pricing Sheet (and required documents) in its entirety will render a bidder nonresponsive.

15. **Bid prices are to include shipping, F.O.B. Irvine Unified School District, drawing of layouts, assembly, inside delivery, and any required installation.**

16. Pursuant to Public Contract Code Sections 20118 and 20652, other public agencies in the State of California may procure identical items off this bid under the same terms and conditions and at the same percentage discount. Public agencies within the counties of the State of California shall process their purchase orders and warrants directly to the successful bidder upon agreement by their District and the successful bidder.

Acceptance or rejection of this clause will not affect the outcome of this bid.

OPTION GRANTED: _____

OPTION NOT GRANTED: _____

**Complete the Bid Pricing Sheets Attached Hereto
(Must be Included with Bid)**

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: 9to5 SEATING					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
1	Lounge: Lily, Sophie, Shuttle	All Models	Soft Seating, Single and Tandem Seating, Stools, Benches and Tables		
2	All Styles & Models	All Models	Task/Work Chairs		
3	All Styles & Models	All Models	Executive / Conference, Guest and Side Chairs		
4	All Styles & Models	All Models	Stacking and Nesting Chairs and Stools		
5	9to5 SEATING OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: ABM OFFICE SOLUTIONS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
6	All Paneling Systems				
7	ABM OFFICE SOLUTIONS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: AMTAB					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
8	Folding Tables (Mobile), Stages, Risers & Accessories				
9	AMTAB Other: Non-Specified Items			_____% CATALOG DISCOUNT	

Manufacturer: AIS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
10	Aloft	All Models	Desks / Systems / Height Adjustable Tables		
11	Calibrate				
12	Compete				
13	AIS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: ARCADIA CONTRACT					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
14	Lounge, Modular, Bench Seating, Stools, Executive, Guest & Conference Seating and Tables: All Styles	All Models	Soft Seating, Single and Tandem Seating, Stools, Benches and Tables		
15		All Models	Children Furniture		
16	ARCADIA CONTRACT OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: ARTCO-BELL					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
17	Alphabet Series	Seating: Poly 4-Leg, Cantilever Chair Model: AS4L06, AS4L..., AS4C..., ASCL...	Stacking: FLOT, Four leg chair, Four leg Caster Chair & Cantilever Chair		
18		Seating: Café Stool Model: AS4ST..	Four leg café stool		
19		Seating: Poly Task Chair and Stool, Swivel Model: ASTA18 & ASST18	Task chair and stool with glides or casters		
20		Student Desk Model: ASWA6, ASWAJ	Student desk with full metal book box and permatuff edge		
21		Arise Model: ATPA1	Podium		
22		Shape Tables	Rectangle, Square, Round, Pyramid, Taper and Teardrop		
23		Soft Seating: Lounge Model: ASMOV, ABLOC, ASTP, AEXP, ANEB	MOV stool, Bloc, STP EXP and NEB		
24	Discover Series	Seating: Poly 4-Leg Chair, Cantilever Chair Model: D00A, D10..., DP9A, D Series	Stacking: Sled base chair (18"); four leg stacking chair; task chair; stacking cantilever chair; gas lift swivel chair & stool		
25		Shape Student Desks Model: DST-RC..., DST-EX..., DST-AP....	Expanse, Aperture, Rectangle		
26		Shape Tables	3P-120, Aperture, Expanse, Gravity, Nebula, Nova, Rectangle, Teardrop		
27		Café Tables	Café tables with bases		
28		T-Leg Flip Top and Fixed Tables	Nesting tables with locking casters		
29	Uniflex Series	Student Desk Model: R90D	Student desk with book box		
30		Activity Tables	Horseshoe, rectangular, half round and trapezoid		
31	ARTCO-BELL OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: Artopex					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
32	All Paneling Systems				
33	Artopex Other: Non-Specified Items			_____% CATALOG DISCOUNT	

Manufacturer: CARPET FOR KIDS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
34	All Styles & Models				
35	CARPET FOR KIDS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: CLARIDGE PRODUCTS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
36		Markerboards	Porcelain, Melamine, Graphic Board, Aluminum Frame		
37		Glass Markerboards	Glass writing surfaces		
38		Tackboards	Claridge Cor, Fabriccork, Designer Fabirc, Tan Nucor, Aluminum & Wood Frames		
39		Mobile Boards & Easels	Porcelain and Tackable surfaces		
40		Displays & Trophy Cases	Freestanding, Wall Mount and Recessed Cases. Aluminum & Wood Frames; Illuminated or Non-Illuminated; Tempered Glass Doors and Shelves		
41	CLARIDGE PRODUCTS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: DIVERSIFIED WOODCRAFTS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
42		Culinary	Stainless Steel Tables, Sinks, Racks, Shelving		
43		Art & Drafting Tables			
44		Robotics, Storage Cabinets			
45		All Seating Stools	Metal & Steel Frame, Hardwood Seat, Tempered Masonite Panel Overlay		
46		All Workbenches & Mobile Cabinets	Butcher Block		
47		Science & Lab Tables	Chem-guard, Phenolic Resin, Epoxy Resin etc.		
48	DIVERSIFIED WOODCRAFTS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: ECD - ERGONOMIC COMFORT DESIGN					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
49		Task & Executive Seating			
50		Conference & Guest Seating			
51		Multipurpose Seating			
52	ECD - ERGONOMIC COMFORT DESIGN OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: ECR 4 KIDS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
53		Classroom furniture	Student Desks, Activity Tables		
54	ECR 4 KIDS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: ENCORE & ONQ SEATING					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
55		Benches & Modular Seating			
56		Guest & Stackable Seating			
57		Lounge & Modular Seating			
58	ENCORE & ONQ SEATING OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: FAUSTINOS FURNITURE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
59	Le Fantome		Office Desks, Workstations, Lounge Seating		
60	Universal				
61	Faustino's				
62	FAUSTINOS FURNITURE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: FLEETWOOD FURNITURE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
63	Classroom	All Styles & Models	Students Desks & Tables		
64	Designer 2.0, Sheerline, Illusions 2.0	All Styles & Models	Storage Cabinets (including mobile)		
65	Specialty: Science, MakerSpace, Stem & CTE, Harmony	All Styles & Models	Science tables, stools, whiteboards units, mobile cabinets, instrument Storage compartments		
66	Evoke	All Styles & Models	Student Seating		
67	FLEETWOOD FURNITURE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: FOMCORE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
68	ALL SEATING PRODUCTS (ALL SERIES)				
69	FOMCORE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: GLOBAL FURNITURE GROUP					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
70	Seating	All Styles & Models	Lounge, Task, Executive, Guest, Tandem, Benches etc.		
71	Desking, Tables & Paneling Systems	All Styles & Models	Workstation, Paneling, Office, Classrooms etc.		
72	Filing & Storage	All Styles & Models	Filing Cabinets, Bookcases, Pedestals, Specialty Storage (including mobile)		
73	GLOBAL FURNITURE GROUP OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: HASKELL					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
74	Ethos Series	All Styles & Models	All-in-One Seating Units with tablet arm and casters		
75	HASKELL OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: HERMAN MILLER					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
76	ALL SEATING PRODUCTS				
77	HERMAN MILLER OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: HON					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
78	Seating	All Styles & Models	Lounge seating, Task, Executive, Guest, Collaborative, Stacking etc.		
79	Desking, Tables & Paneling Systems	All Styles & Models	Workstation, Paneling, Office, Multi-Purpose etc.		
80	Filing & Storage	All Styles & Models	Filing Cabinets, Bookcases, Pedestals, Specialty Storage (including mobile)		
81	HON OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: HUMANSIZE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
82	HUMANSIZE PERCENTAGE ON ALL CATALOG ITEMS				

Manufacturer: IDEON					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
83	ALL SEATING PRODUCTS				
84	IDEON OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: KI					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
85		Lounge Seating			
86		Upholstered Ottoman			
87	KI OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: LAKESHORE LEARNING					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
88	Flex-Space	Classroom Furniture	Comfy Floor Seats, Premium Wobble Chairs, Soft Seating		
89	Flex-Space Jr.	Mobile Furniture and Storage	Mobile Tables, Mobile Storage, Mobile Nook		
90	Classic Birch	Classroom Furniture and Storage	Storage Cubbies, Tabletop Writing Center, Transition Chairs, Storage Unites, Tables, Step Stool		
91	Heavy Duty	Classroom Furniture and Storage	Tables, Storage, Bookstands, Cots, Teaching Easels		
92	Kids Colors	Classroom Furniture and Storage	Storage, Tables, Chairs		
93	Just Like Home	Classroom Furniture, Soft Seating and Classroom Carpets	Carpets, Comfy Couch, Comfy Chair, Tables, Storage		
94	Outdoor	Outdoor Furniture	Privacy Nook, Outdoor Tables, Benches, Lounger, Storage, Cabana		
95		Classroom Carpets and Rugs	Classroom Carpets and Rugs, Multiple Sizes		
96	LAKESHORE LEARNING OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: MAVERICK OFFICE SOLUTIONS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
97	Apex	Office Desks, Workstations, Conference Tables			
98	Canyon				
99	Gravity				
100	Maverick				
101	MAVERICK OFFICE SOLUTIONS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: McDOWELL-CRAIG					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
102		Student Desk	All styles of student desk (includes with adjustable height option)		
103		Nesting Mobile Flip Tables	Whiteboard and/or laminate tops, adjustable height, locking casters, with vertical lock option		
104		Science Tables	Science lab tables and butcher block tables		
105		Lateral & Vertical file cabinets; Bookcases	Standard with lock file cabinets, adjustable shelf bookcases		
106		Mobile Whiteboards; Tote Tray Carts with markerboard back	Mobile Markerboard to include dual size porcelain magnetic markerboard, locking casters		
107	McDOWELL-CRAIG OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: MOORECO					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
108	MOORECO PERCENTAGE ON ALL CATALOG ITEMS				

Manufacturer: MIEN					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
109	Flex	Lounge Seating			
110	Chameleon	Lounge Seating			
111	K10	Storage, Straight & Curved Bookcases, Bin Storage Cabinets	Mobile		
112	MIEN OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: MITY LITE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
113	MITY LITE PERCENTAGE ON ALL CATALOG ITEMS				

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: MYTCOAT					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
114	Commercial	Rectangular Outdoor Table Model: TRT...	8' Rectangular Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
115		Round Outdoor Table Model: TRD46...	Kinder height: 46" Round Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
116		Round Outdoor Table Model: TRD46...	Adult height: 46" Round Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
117		Square Outdoor Table Model: TSQ46...	46" Square Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
118	MYTCOAT OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: NATIONAL PUBLIC SEATING					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
119		Folding Chairs			
120		Folding Tables			
121		Music Chairs			
122		Transport Carts, Dollies & Racks			
123		Science & Industrial Stools			
124	NATIONAL PUBLIC SEATING OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: OCI CONTRACT SEATING / SITWELL					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
125	All Styles	All Models	Lounge & Wood Seating		
126	All Styles	All Models	Tables & Benches		
127	All Styles	All Models	Collaborative Seating & Benches		
128	OCI CONTRACT SEATING / SITWELL OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: OKLAHOMA SOUND					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
129		AV Presentation	Lecterns & Podiums		
130		Tech Furniture	Mobile Storage & Charging Carts		
131	OKLAHOMA SOUND OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: PALMER HAMILTON					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
132	Daisy, Hive Lounge	Collaborative Seating			
133		Shelving	Bookcases & Book Truck		
134	PALMER HAMILTON OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: PLATINUM VISUAL SYSTEMS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
135	ALL BOARDS PRODUCT (ALL SERIES)				
136	PLATINUM VISUAL SYSTEMS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SAFCO PRODUCTS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
137	SAFCO PRODUCTS PERCENTAGE ON ALL CATALOG ITEMS				

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: SCHOLAR CRAFT FURNITURE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
138	All Styles	All Models	Student Desks & Tables		
139	All Styles	All Models	All Seating		
140	All Styles	All Models	Collaborative Soft Seating		
141	SCHOLAR CRAFT FURNITURE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SCREENFLEX PRODUCTS					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
142	PORTABLE ROOM DIVIDERS				
143	SCREENFLEX PRODUCTS OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SEATING COMPONENTS MFG (SCM)					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
144	Outdoor Canvas Umbrellas & Bases (Including mobile)				
145	SEATING COMPONENTS UMBRELLA OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SISNEROS OFFICE FURNITURE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
146	ALL CUSTOM OFFICE, CLASSROOM & SPECIALTY FURNITURE				
147	SISNEROS OFFICE FURNITURE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: SIT ON IT SEATING					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
148	All Styles	All Models	Executive Chairs		
149	All Styles	All Models	Task Chairs & Stools		
150	All Styles	All Models	Guest Seating & Conference		
151	SIT ON IT SEATING OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SMITH SYSTEM					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
152	Interchange	All Models	Student desks, tables, casters		
153	Silhouette		Student desks, tables, casters		
154	Flex		Student desks, tables, casters		
155	UXL		Student desks, tables, casters		
156	Elemental		Student desks, tables, casters		
157	Planner		Student desks, tables, casters		
158	All Styles & Models	All Seating			
159	Cascade	Storage	Cabinets, Towers & Whiteboard Unit		
160		Book Trucks			
161	SMITH SYSTEM OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: STEELCASE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
162	Groupwork	Mobile Screen & Mobile Easel			
163	Huddle board	Whiteboard	Huddleboard & Markerboard		
164	Verb	Whiteboard & Easel and Accessories			
165	Verb	Tables			
166	Alight	Ottomans	Soft Seating: Bench & Round		
167	Campfire	Ottomans	Soft Seating		
168	STEELCASE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: SYMMETRY					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
169	All Styles	All Models	Conference & Flips Tables		
170	All Styles	All Models	Benches & Power Bridge		
171	All Styles	All Models	Sit/Stand Tables & Units		
172	SYMMETRY OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: UNITED DESK					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
173	New York	Office Desks & Workstations			
174	SOHO				
175	United				
176	UNITED DESK OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: VIRCO					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
177	All Styles	All Models	All Seating		
178	All Styles	All Models	Desks & Tables		
179	All Styles	All Models	Storage & Trucks		
180	VIRCO OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: VS AMERICA					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
181	Seating	31300, 31400, 03825, 3428 & 3429	Compass, Cantilever, Hokki Stools, Lupo		
182		31506 & 31507	PantoMove Lupo Star Base & Star Base with Foot Ring		
183	All Styles	All Models	Student Desks and Tables, Nesting Tables		
184	Shift+ Product	All Models	Soft Seating (Landscape), book cases (mobile)		
185	VS AMERICA OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Bidder Firm Name: _____

**FURNITURE & EQUIPMENT
BID FORM PRICING SHEET**

Please indicate "NO BID" in the "% Catalog Discount" column if not bidding on the manufacturer identified

Manufacturer: WEBCOAT					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
186	Commercial	Rectangular Outdoor Table	8' Rectangular Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
187		Round Outdoor Table	Kinder height: 46" Round Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
188		Round Outdoor Table	Adult height: 46" Round Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
189		Square Outdoor Table	46" Square Portable Table, expanded metal, diamond pattern with matching frame and top paint finish		
190		Benches & Receptacles	8' or 10' bench with or without back, portable legs or in-ground legs, 32 gal, PVC Coated with dome and line or flat top and liner		
191	WEBCOAT OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: WISCONSIN BENCH MFG					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
192	Lobo	Science & Lab	Tables: Butcher Block, Phenolic, Stainless Steel		
193	Toro				
194	All Styles	All Models	Mobile - Music Storage Units		
195	All Styles	All Models	Stools		
196	WISCONSIN BENCH MFG (WB MFG) OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

Manufacturer: WOODCUT FURNITURE					
Line Item #	Brand / Series	Category and/or Model #	Description	% Catalog Discount	Warranty (Years)
197	ALL CUSTOM OFFICE & SPECIALTY FURNITURE				
198	WOODCUT FURNITURE OTHER: NON-SPECIFIED ITEMS			_____% CATALOG DISCOUNT	

- End of Bid Form Pricing Sheet -

Joint Venturer Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

Telephone: _____

Other Parties *If an individual* Name: _____
to Joint Venturer

Signed by: _____

Print Name: _____

Date: _____

Doing Business as: _____

Business Address: _____

Telephone: _____

If a Partnership Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

Telephone: _____

If a Corporation Name: _____
(a _____ Corporation)

Signed by: _____

Print Name: _____

Title: _____

Date: _____

Business Address: _____

Telephone: _____

LIST OF REFERENCES

Please provide references of school districts and/or any public agencies that bidder has contracted with to provide **Furniture and Equipment**.

1. Firm Name:	
Address:	
Telephone Number:	
Contact Person:	
Description of work:	

2. Firm Name:	
Address:	
Telephone Number:	
Contact Person:	
Description of work:	

3. Firm Name:	
Address:	
Telephone Number:	
Contact Person:	
Description of work:	

4. Firm Name:	
Address:	
Telephone Number:	
Contact Person:	
Description of work:	

5. Firm Name:	
Address:	
Telephone Number:	
Contact Person:	
Description of work:	

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID**
(Public Contract Cod Section 7106)

The undersigned declares:

I am the _____ [Title] of _____
[Name of Company], the party making the foregoing bid.

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

Any person executing this declaration on behalf of a bidder 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 bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [Date], at _____ [City], _____ [State].

Signature _____

Print Name _____

**CERTIFICATION OF PRIMARY PARTICIPANT
REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The _____
Firm name/principal

certified to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department agency;
2. Have not within a three-year period preceding this proposal been convicted of a or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one or more public transactions (federal, state or local) terminated for cause of default.

If unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT _____
Firm name/principal

CERTIFIED OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

**CERTIFICATE OF
RESTRICTIONS ON LOBBYING**

I, _____, hereby certify on behalf (name of offeror) of
_____ that:
(Firm Name)

1. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the attached, Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all subcontracts, and that all subcontracts shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction as made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this ____ day of _____, 20__

By: _____
(Signature of authorized official)

(Title of authorized official)

AFTER AWARD

SAMPLE AGREEMENT AND REQUIRED DOCUMENTS ATTACHED HERETO

**BID NO. 2021/22-3FA
FURNITURE & EQUIPMENT**

SAMPLE

AGREEMENT

THIS AGREEMENT, dated the ____ day of _____, 20__ in the County of Orange, State of California, is by and between **Irvine Unified School District**, (hereinafter referred to as "DISTRICT"), and _____, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to comply with all the terms and conditions set forth in the proposal documents for **Furniture & Equipment, Bid No. 2021/22-3FA**, including but not limited to the Notice Calling for Bid, Calendar of Events, Information for Bidders, Bid Form, Bid Form Pricing Sheet, References, Noncollusion Declaration, Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters, Certification of Restrictions on Lobbying, Agreement, Tobacco Use Policy, Worker's Compensation Certificate, Drug-Free Workplace Certification, Criminal Records Check Certification, W-9, Insurance Certificates and Endorsements, General Conditions, and all modifications, addenda and amendments thereto by this reference incorporated herein. The proposal documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall timely perform everything required to be performed, and shall provide, furnish and pay for all the labor, materials, supplies, tools, equipment, and all applicable taxes, utility and transportation services required pursuant to this Agreement. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deduction or deduction as agreed to in writing, according to the unit prices identified on the Bid Form Pricing Sheet.

4. The initial term of the Agreement is July 1, 2022 through June 30, 2023. Term of the Agreement may be extended upon mutual consent of District and successful bidder(s) for an additional two (2) one (1) year periods in accordance with provisions contained in the Education Code section 17596 (K-12). The maximum term of the Agreement is three (3) years.

5. **Time is of the essence.**

6. The DISTRICT shall have discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work under this Agreement by providing CONTRACTOR thirty (30) days prior written notice of termination, CONTRACTOR shall:

- (i) Cease operations as it applies to the DISTRICT in the notice:
- (ii) Take any actions necessary, or the DISTRICT may direct, for the protection

- and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the bid documents.

In case of such termination for the DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from the DISTRICT for furniture and equipment satisfactorily received and accepted prior to the effective date of the termination. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, Governing Board, its officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this Agreement, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s), or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract.

The CONTRACTOR, at CONTRACTOR's own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, Governing Boards, its officers, agents or employees, on any such claim, demand, or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, Governing Board, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

8. All items shall be subject to the inspection of the DISTRICT. Inspection of the items shall not relieve the CONTRACTOR from any obligation to fulfill this Agreement. Defective items shall be made good by the CONTRACTOR, and unsuitable items may be rejected, notwithstanding that such defective work and materials have been previously overlooked by the DISTRICT and accepted. If any items shall be found defective at any time before final acceptance of the complete delivery, the CONTRACTOR shall forthwith remedy such defect in a manner satisfactory to the DISTRICT. All items rejected by the DISTRICT at any time prior to final inspection and acceptance shall at once be removed from the place of delivery by the CONTRACTOR who shall assume and pay the cost thereof without expense to the DISTRICT, and shall be replaced by satisfactory items.

9. While engaged in carrying out and complying with the terms and conditions of this Contract the CONTRACTOR is an independent Contractor, and is not an officer, employee or agent of the DISTRICT.

10. CONTRACTOR shall, at CONTRACTOR's sole cost and expense, provide for and maintain in full force and effect, from the commencement of services until the expiration of this Agreement, a policy or policies of insurance, in connection with the furnishing of materials, articles,

or services covered under this Agreement. CONTRACTOR agrees to provide an endorsement to this policy(s) stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by the DISTRICT shall be excess and noncontributory." In addition, CONTRACTOR agrees to name DISTRICT, its Governing Board, officers, agents and employees as additional insured under said policy. No later than five (5) calendar days after the execution of this Agreement, CONTRACTOR shall provide DISTRICT with copies of the policy or policies of insurance evidencing all coverage's and endorsements required hereunder including a provision for a thirty (30) day written notice of cancellation or reduction in coverage.

a. CONTRACTOR shall, at CONTRACTOR's sole cost and expense, maintain in full force and effect the following insurance coverages from a California licensed insurer with an A, VIII, or better rating from A.M. Best or an approved self-insurance program, sufficient to cover any claims, damages, liabilities, costs and expenses (including attorney fees) arising out of or in connection with CONTRACTOR's fulfillment of the obligations under this AGREEMENT:

i. Comprehensive General Liability Insurance, including bodily injury, property damage and contractual liability with minimum limits set by the DISTRICT. The policy may not contain an exclusion for sexual molestation or abuse coverage, may be waived by the District.

(1)	General Aggregate	\$2,000,000
(2)	Each Occurrence	\$1,000,000
(3)	Products/Completed Operations	\$1,000,000
(4)	Personal and Advertising Injury	\$1,000,000
(5)	Damage to Rented Premises	\$50,000
(6)	Medical Expense (any one person)	\$5,000

ii. Umbrella (excess) liability insurance coverage with a limit of \$3,000,000, unless waived by the DISTRICT. The policy may not contain an exclusion for sexual molestation or abuse coverage, may be waived by the District.

iii. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$1,000,000 per occurrence. (Required only if the bidder drives on behalf of the DISTRICT in the course of performing Services.)

iv. Professional Liability Insurance with a limit of \$1,000,000 per occurrence, unless waived by the DISTRICT and if applicable.

v. Workers' Compensation and Employers Liability Insurance in a form and amount covering bidder's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. The policy shall be endorsed with the insurer's waiver of rights of subrogation against the DISTRICT.

It should be expressly understood, however, that the coverage and limits referred to under a., b., c., and d. above shall not in any way limit the liability of the CONTRACTOR.

b. No later than five (5) days from execution of this AGREEMENT by the DISTRICT and CONTRACTOR, and prior to commencing the Services under this AGREEMENT, CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder.

CONTRACTOR shall provide prior written notice to the DISTRICT thirty (30) days in advance of any non-renewal, cancellation, or modification of the required insurance. The certificates of insurance providing the coverages referred to in clauses i. and ii. above shall name DISTRICT, its Governing Board, officers, and employees, as additional insureds with appropriate endorsements. In addition, the certificates of insurance shall include a provision stating "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." Failure to maintain the above-mentioned insurance coverages shall be cause for termination of the AGREEMENT.

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

11. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of _____, and that _____, whose title is _____, is authorized to act for and bind the corporation.

12. The failure of the DISTRICT in any one or more instances to insist upon strict performance of any of the terms of this Agreement or to exercise any option herein conferred shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option in the future.

13. The CONTRACTOR shall not assign, transfer, convey, sublet or otherwise dispose of this Agreement or of its rights, title or interest in or to the same or any part thereof. If the CONTRACTOR shall assign, transfer, convey, sublet or otherwise dispose of the Agreement or its right, title or interest therein, or any part thereof, such attempted or purported assignment, transfer, conveyance, sublease or other disposition shall be null, void and of no legal effect whatsoever; and the Agreement may, at the option of the DISTRICT, be terminated, revoked and annulled, and the DISTRICT shall thereupon be relieved and discharged from any and all liability and obligations growing out of the same to the CONTRACTOR, and to its purported assignee or transferee.

14. The CONTRACTOR shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this Agreement. The CONTRACTOR shall preserve and make available its records to the DISTRICT and/or other representative agencies having a pecuniary or other bona fide interest in this Agreement including

designees of the interested parties for a period of five (5) years from the date of expiration of this Agreement or until released in writing from this obligation by the DISTRICT. The CONTRACTOR is responsible for any audit discrepancies involving any deviation from the terms of this Agreement, and for any commitments or expenditures in excess of amounts allotted by the DISTRICT.

15. Any notice from one party to the other or otherwise under the Agreement shall be in writing and shall be dated and signed by party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in one of the following manners:

- (1) If notice is given to DISTRICT, by personal delivery thereof to DISTRICT, or by depositing same in United States mail, enclosed in a sealed envelope addressed to said CONTRACTOR at its regular place of business or at such address as may have been established for the conduct of work under this Agreement, and sent by registered or certified mail with postage prepaid.
- (2) If notice is given to CONTRACTOR, by personal delivery thereof to said, or by depositing same in United States mail, enclosed in a sealed envelope addressed to said CONTRACTOR at its regular place of business or at such address as may have been established for the conduct of work under this Agreement, and sent by registered or certified mail with postage prepaid.

16. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction. The Agreement and bid documents are complimentary. CONTRACTOR warrants and certifies that in the performance of this Agreement, it will comply with all applicable statutes, laws, rules, regulations and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours, and other conditions of employment, and applicable price ceilings if any. The CONTRACTOR shall indemnify, hold harmless and defend the DISTRICT against any and all actions, proceedings, penalties or claims arising out of the failure to comply strictly with the IRCA. Failure of the DISTRICT to insist on the strict performance of the terms, conditions, and agreements of this Agreement shall not constitute or be construed as a waiver or relinquishment of the DISTRICT rights thereafter to enforce strict compliance with any such terms, conditions or agreements but the same shall continue in full force and effect.

17. The parties to the Agreement shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

18. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Boards of the DISTRICT.

19. The laws of the State of California and County of Orange shall govern the terms and conditions of this Agreement.

20. Each of the parties signing this Agreement warrants to the other that he or she has the full authority of the entity on behalf of which his or her signature is made.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

IRVINE UNIFIED SCHOOL DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

John Fogarty

Print Name

Print Name

Assistant Superintendent, Business Services

Title

Title

Date

Date

Irvine Unified School District
Board Approval Date:

Contractor's License No.

Tax ID No.
(Corporate Seal of Contractor,
if corporation)

DISTRICT INSURANCE REQUIREMENT SAMPLES

Irvine Unified School District Insurance Requirements

All insurers must be duly licensed and admitted by the State of California.

Mandatory Requirements (unless District reduces or excludes coverage requirements)

1. Commercial General Liability insurance for bodily injury and property damage, including accidental death, in the combined single limit of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate) and \$3,000,000 Excess/Umbrella liability.
2. Sexual Abuse/Molestation coverage must be included under General Liability or obtained in separate policies in an amount of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate) and \$3,000,000 Excess/Umbrella liability.

Minimum Limits (if required by District)

1. Automobile Liability insurance for bodily injury and property damage in an amount of not less than \$1,000,000 per occurrence with no annual aggregate limit.
2. Workers' Compensation and Employer's Liability insurance in the amount of not less than \$1,000,000 per occurrence.
3. Professional Liability insurance in an amount of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate). If Professional Liability policy is made on a claims-made basis, the vendor/consultant must purchase and maintain an extending reporting period (tail coverage) for one year, unless otherwise specified.

Additional Insured Endorsement Language

"Irvine Unified School District, its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written contract, agreement, or memorandum of understanding. Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory."

Additional Insured Endorsements are required to accompany Certificates of Insurance. Certificate of Insurance shall provide thirty (30) day prior written notice of cancellation.

See sample certificate on the Irvine Unified School District website <http://www.iusd.org>.

Additional Required Documents

Certificates of Insurance must be accompanied by a list of all excluded coverages under the general liability and excess/umbrella liability policies. The exclusion policy document section may be emailed or faxed to Risk Management & Insurance. The general liability and excess/umbrella liability documents must list the corresponding policy numbers referenced on the Certificate of Insurance.

Questions may be directed to Risk Management & Insurance at:

Email: Insurance@iusd.org

Fax: (949) 936-5019

SAMPLE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) INSERT DATE
PRODUCER NAME & ADDRESS OF INSURANCE COMPANY	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED NAME & ADDRESS OF COMPANY/ORGANIZATION	INSURERS AFFORDING COVERAGE INSURER A: Name of Insurance Company INSURER B: Name of Insurance Company INSURER C: Name of Insurance Company INSURER D: Name of Insurance Company INSURER E: Name of Insurance Company	NAIC #

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	MANDATORY REQUIREMENTS	Insert Date	Insert Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	REQUIRED IF APPLICABLE TO SERVICE	Insert Date	Insert Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$	REQUIRED UNLESS REDUCED/WAIVED	Insert Date	Insert Date	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	REQUIRED UNLESS REDUCED/WAIVED	Insert Date	Insert Date	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		OTHER Professional Liability	REQUIRED	Insert Date	Insert Date	\$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Irvine Unified School District, its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written contract, agreement, or memorandum of understanding. Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory. Sexual Abuse/Molestation is not excluded from coverage under the general liability and excess/umbrella liability policies. (Provide brief description of services/dates).

CERTIFICATE HOLDER Irvine Unified School District 5050 Barranca Parkway Irvine, California 92604 Attention: Risk Management	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE _____ <div style="text-align: right;">SIGNATURE REQUIRED</div>
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ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY
(INSERT INSURED NAME)

COVERAGE DOCUMENT
(INSERT POLICY NUMBER)

ADMINISTRATOR
(INSERT NAME OF ADMINISTRATOR)

Subject to all terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising from the actions and activities of the covered party described below.

Additional Covered Party:

Irvine Unified School District
5050 Barranca Parkway
Irvine, California 92604

Description of Activities:

Irvine Unified School District, its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written contract, agreement, or memorandum of understanding. Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory.

Authorized Representative Signature
MUST APPEAR ON THE ENDORSEMENT PAGE

SAMPLE

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition
- b) Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintain a drug-free workplace;
 - 3) The availability of drug counseling, rehabilitation and employee-assistance programs;
 - 4) The penalties that may be imposed upon employees for drug abuse violations;
- c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Name of Contractor/Print

Signature

Title

Date

TOBACCO USE POLICY

IRVINE UNIFIED SCHOOL DISTRICT
Irvine, California

In the interest of public health, the Irvine Unified School District provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for, by the District. Failure to abide with this requirement could result in the termination of this contract.

I acknowledge that I am aware of Tobacco Use Policy and hereby certify that I and my employees will adhere to the requirements of the policy.

Name of Bidder

Signature

Date

NOTICE REGARDING CRIMINAL RECORDS CHECK
EDUCATION CODE SECTION 45125.1

Education Code Section 45125.1 provides that if the employees of any entity that has a contract with a school district may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

The contractor shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the Governing Board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

Penal Code Section 667.5(c) lists the following “violent” felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person’s genital or anal openings by foreign or unknown objects against the victim’s will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

Penal Code Section 1192.7 lists the following “serious” felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd or lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a non-inmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim’s will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 AND 2102

To the Governing Boards of Irvine Unified School District:

I, _____ certify that:
Name of Contractor

1. I have carefully read and understand the Notice Regarding Criminal Records Check (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.
2. Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

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

Executed at _____, California on _____.
Date

Signature

Typed or printed name

Title

Address

Telephone

W-9 FORM

Current Version Available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>