

REQUEST FOR PROPOSAL
FOR
TEMPORARY OFFICE SPACES
FOR
THE COUNTY OF EL DORADO



Temporary Office Space RFP

The County of El Dorado

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1. Request for Proposal

August 13, 2015

RE: The County of El Dorado
Request for Proposal (RFP)
Temporary Office Space

To Qualified Candidate:

The County of El Dorado (referred to hereafter as "County") is requesting proposals to rent Temporary Office Space.

It is the intent of the County to retain a Lessor on the basis of the response to this Request for Proposal. The Lessor shall take the lead in the development of the setup schedule and logistics plans to ensure the proposed project meets the County's design, budget and scheduling requirements.

The Lessor shall be required to execute the County's Rental Agreement. The County reserves the right to terminate the Lessor's services and pursue other Lessor's in the event that a mutually acceptable contract cannot be reached between the Lessor and County, or for any reason the County may deem necessary.

2. Project Summary

Temporary Office Space Rental

Installation Address: 345 Fair Ln
Placerville, CA 95667

Approximate Size: 60' x 48' or 2,880 SF per building x 3 building

Plans: See **Exhibit C**, dated 8-10-15.

Schedule Summary: See **Exhibit D** for more information.
09/07/15: Notice of Award to Lessor
09/25/15: Rental Agreement Execution
01/04/16: Lessor Delivery & Start of Setup
01/22/16: Lessor Setup Complete

3. Scope of Services

The Scope of Services for the Contractor will include, but is not limited to, the following:

I. PROVIDE TEMPORARY OFFICE SPACE:

1. Pricing shall include monthly rental costs for three (3) temporary office space enclosing approximately 60' x 48' or 2,880 GSF each (8640 GSF total).
2. Space shall be in "new" or "like-new" condition upon deliver.
3. The spaces shall be cleaned and void of dirt, stains & offensive odors upon delivery. The Lessor is to schedule an inspection of the spaces with the County Project Manager 1 week prior to delivery to confirm spaces are acceptable.
4. Spaces shall be built in conformance with all applicable building codes & regulations.
5. Lessor's construction labor shall be in compliance with all County and State labor laws & regulations.
6. Pricing shall include build out of the spaces as noted below.

II. PROVIDE OFFICE SPACE LAYOUT:

1. Each unit shall include the following spaces:
 - i. (1) Open Office Space
 - a. (2) glass entry/exit doors
 - b. Windows, (4) or more at 4'x4' minimum.
 - c. Quad power outlets, quantity TBD. Please provide a unit cost & allowance for installation of 20 outlets.
 - d. Data outlets, quantity TBD. Please provide a unit cost & allowance for installation of 5 outlets.
 - ii. (2) 8'x10' private offices. Each which will include at a minimum:
 - a. (1) 36" wide locking door
 - b. (1) overhead fluorescent or LED light fixture
 - c. (2) power outlets
 - d. (1) data outlet
 - e. (1) HVAC supply & return grills
 - iii. (2) ADA compliant single occupancy unisex bathrooms. Each which will include at a minimum:
 - a. (1) 36" wide locking door
 - b. (1) overhead fluorescent or LED light fixture
 - c. (1) HVAC supply grill
 - d. (1) Exhaust fan
 - iv. (1) 8'x14' conference room. Each which will include at a minimum:
 - a. (1) 36" wide locking door
 - b. (1) overhead fluorescent or LED light fixture
 - c. (2) power outlets
 - d. (1) data outlet
 - e. (1) HVAC supply & return grills
 - v. (1) 8'x10' break room. Each which will include at a minimum:
 - a. (1) overhead fluorescent or LED light fixture
 - b. (3) power outlets
 - c. (1) HVAC supply & return grills

III. DELIVERY & SETUP:

1. Delivery pricing shall include delivery to the project site. Delivery shall include all costs associated with delivery, including, but not limited to fuel, vehicles, hoisting equipment (if necessary), labor, transportation, etc.
2. Pricing shall include all setup costs including all labor & materials, including, but not limited to, siding, skirting, foundations, foundation anchoring, building anchoring, tools, fastening hardware and any required engineered drawings.
3. All utilities will be brought to the temporary facilities and connected by the County of El Dorado.
4. All ramps, balconies and walkways will be provided by the County of El Dorado.

IV. REMOVAL & RETURN DELIVERY:

1. All utilities will be disconnected by the County of El Dorado prior to Lessor's labor forces arriving on site.
2. All ramps, balconies and walkways will be removed by the County of El Dorado prior to Lessor's labor forces arriving on site.
3. Pricing shall include all removal costs including all labor & materials, including, but not limited to, removal of siding, skirting, foundations, foundation anchoring, building anchoring, tools and fastening hardware.
4. Return delivery pricing shall include transportation from the project site to Lessor's facility. Removal shall include all costs associated with delivery, including, but not limited to fuel, vehicles, hoisting equipment (if necessary), labor, transportation, etc.

4. Response Protocol & Schedule

08/13/15: RFP and design documents issued

08/19/15: Prebid Site Walk, 10:00 AM PST

NOTE: If you would like to attend, please RSVP to dan.gonzales@edcgov.us by 3:00 PM on 8/18/15 and advise how many people will be in your party. Please try to keep your group to 3 or less people if possible. We will meet at the project site (345 Fair Lane, Placerville, CA) outside of the Library entrance.

08/21/15: Final date for all bidding questions/RFI's

08/25/15: Response to all bidder questions/RFI's

08/28/15: Proposals Due via email, 2:00 PM PST

Proposal responses are due no later than **2:00 PM PST, on August 28, 2015**. In order to provide a uniform basis for evaluating all responses, we require that your proposal conform in all respects to the requirements outlined in this Request for Proposal and any attached documents. Feel free to include any additional information, which you believe will be helpful in our decision.

RFP responses must be submitted in an organized manner and should address the distinct sections as listed in the next section (5. Proposal Format).

All questions or comments concerning this RFP **must be made via email** to the County's Project Manager, Dan Gonzales (dan.gonzales@edcgov.us).

Please note the following instructions:

BIDS WILL NOT BE ACCEPTED IF PROPOSAL IS NOT SENT DIRECTLY TO COUNTY ON BID DAY. The County is requesting one (1) electronic PDF copy of the RFP response (not exceeding 20 MB) along with live copies of EXHIBIT A (with Track Changes on & showing any contract comments) AND your bid form EXHIBIT B. Send proposals to:

dan.gonzales@edcgov.us

5. Proposal Format

In an effort to keep the proposals at a concise level to facilitate review, we have determined an overall document size guideline. Any additional information necessary in your submission should be presented as attachments. The proposal shall be organized according to the outline give below:

1. *Title Page*
The title page should clearly state your company name, company address, primary contact name and telephone number.
2. *Contract Acceptance*
A copy of the Rental Agreement, Exhibit A, is attached for Lessor’s review. Lessor shall examine the Agreement and clearly indicate and provide comments for the clauses to which they won’t agree. Indicate your acceptance of the proposed contract or indicate all proposed changes using “TrackChanges” in the live Word files. Generic comments like “agree with exceptions” will not be accepted. Bidders must provide alternative verbiage that illustrates their required terms and conditions. Submit live file via email to dan.gonzales@edcgov.us in WORD format along with your overall PDF proposal.
3. *Insurance*
Provide your firms’ insurance carrier and agent information. Include contact names and phone numbers. Please outline the insurance limits that your firm carries. Please state that you can meet the minimum insurance requirements outlined in the Sample Rental Agreement, Exhibit A.
4. *Bid Proposal*
Provide you Bid Proposal – Exhibit B, broken down by category as indicated in Exhibit B. Submit live file via email to dan.gonzales@edcgov.us in EXCEL format along with your overall PDF proposal. Please also include list of hourly rates for your firm and any subcontractors.
5. *Exclusions, Qualifications and Assumptions*
As part of Exhibit B, please provide a complete list of any exclusions, qualifications and assumptions.
6. *Schedule of Construction*
Include a proposed schedule starting from the Execution of the Agreement through the Completion of Setup with any important milestones identified. Please also provide a duration for the removal of the temporary office space.

6. Evaluation Criteria

Submission of a proposal is acknowledgement that you accept the terms of this RFP. The basis for selection will include:

1. The understanding the firm has of the purpose and scope of the project and of the work to be accomplished.
2. Your acceptance of the contract language and/or any exceptions.
3. Cost proposal for the service requested.
4. Proposed project schedule.

EXHIBIT A – RENTAL AGREEMENT FOR TEMPORARY OFFICE RENTAL

Example

**Rental Agreement
for
Temporary Office Rentals**

Agreement #_____

THIS AGREEMENT, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and - _____, a California Corporation duly qualified to conduct business in the State of California, whose principal place of business is_____, and whose local address is_____, (hereinafter referred to as "Lessor");

R E C I T A L S

WHEREAS, County has determined that from time to time, it is necessary to rent various types of temporary office space and associated equipment for County-related activities;

WHEREAS, it is the intent of the parties hereto that such transactions be in conformity with all applicable state and local laws;

WHEREAS, Lessor and County intend that the terms and conditions set forth in this Rental Agreement for temporary office rental and associated equipment (Agreement) shall be specific for the scope and terms stated herein.

NOW, THEREFORE, County and Lessor mutually agree as follows:

ARTICLE I

Purpose and Term: The terms and conditions of this Agreement shall control this transaction between the parties hereto and shall supersede any and all other written terms and conditions, including but not limited to rental agreements, delivery receipts or purchase orders issued by either party. This Agreement shall cover the period of _____.

ARTICLE II

Nature of This Agreement: This Agreement is solely for the purpose of establishing terms and conditions for a temporary office rental transaction between Lessor and County and facilitating the purchase of related incidental parts and supplies, which allow County to use the Equipment as permitted by this Agreement. County represents that the temporary office herein is to be used solely and exclusively for County purposes. Lessor warrants and represents that the Equipment is owned by Lessor and that Lessor has complete authority and right to rent the Equipment to County. Neither County nor any Authorized Operators are agents of Lessor.

ARTICLE III

Compensation for Services: For rentals or for incidental parts and supplies provided herein, County agrees to pay Lessor monthly in arrears. Payment shall be made within thirty (45?) days following County receipt and approval of itemized invoice(s) detailing all rental, time, mileage, service, transportation, refueling services, sales taxes and other charges and sums in accordance with this Agreement.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number both on their faces and on any enclosures or back-up documentation. Copies of documentation attached to invoices shall reflect Lessor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Chief Administrative Office
Facilities Division
3000 Fairlane Court, Suite One
Placerville, California 95667

or to such other location as County directs.

The total amount of this Agreement shall not exceed _____, inclusive of all costs and expenses.

ARTICLE IV

Condition of Equipment: Lessor warrants the Temporary Office space, upon delivery to County, to be in good mechanical and merchantable condition. Leased office space shall be free of smells, defects and will function as professional office space. County's acceptance or use of the Temporary Office space constitutes County's acknowledgment that the Equipment is in apparently good mechanical condition at that time. If the Lessor has concerns about the County's willingness to accept the space, the County will make itself available to perform one pre-inspection of office space prior to shipment if the units are within a 50 mile radius of EDC Government Center. If Lessor fails to schedule a pre-inspection prior to shipment, Lessor shall bear full responsibility of all costs associated with facility rejection. Pre-inspection by the County does not relieve Lessor's responsibility to provide functioning space as outlined in this agreement. If the office

space is found by County not to be in good mechanical condition, as a result of conditions not the responsibility of County, nor caused by the fault or negligence of County or County's employees or agents, County will promptly notify Lessor, whereupon Lessor will suitably replace or repair the office space as soon as is reasonably possible, but no longer than five (5) business days, and at Lessor's sole cost and expense. If Lessor fails to replace or repair office space within five (5) business days, the County may make needed repairs and back charge Lessor for all parts and labor plus 10% for processing. County's obligation to pay rent or other charges shall be tolled for the period the office space is "down." County agrees to provide reasonable access to the office space to Lessor's representatives so as to enable Lessor to meet its responsibilities hereunder.

County may not perform major service or repair or alter the office space without Lessor's prior written approval except for emergencies, which threaten life, property or production.

ARTICLE V (NOT USED)

ARTICLE VI (NOT USED)

ARTICLE VII

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VIII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any County department for which services were contracted to be performed or for which products or equipment were to be supplied, pursuant to this Article in the sole discretion of County, this Agreement may be deemed to be canceled in its entirety subject to payment for office space rented prior to such cancellation.

ARTICLE IX

Default, Termination, and Cancellation:

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (Time to Cure), then such party shall be in default. The Time to Cure may be extended at the discretion of the party giving notice. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the Time to Cure has expired.

- B. **Bankruptcy:** This Agreement, at the option of County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Lessor.
- C. **Ceasing Performance:** County may terminate this Agreement in the event Lessor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part as allowed in Article VIII in this agreement and upon ninety (90) calendar days' written notice by County for any reason. If such prior termination is effected, County will pay for satisfactory office space rentals and mobilization charges as set forth in this agreement, and for such other products or services which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Lessor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.

ARTICLE X

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO

Chief Administrative Office
Procurement & Contracts Division
360 Fair Lane
Placerville, CA 95667

Attn: Linda Silacci-Smith, Sr. Department Analyst

or to such other location as County directs.

Notices to Lessor shall be addressed as follows:

or to such other location as Lessor directs.

ARTICLE XI

County's Responsibilities: County must return the Temporary Office space to Lessor in the same good and clean condition it was in when County received it, ordinary wear and tear excepted. The office space will be used only in accordance with the manufacturer's instructions within its rated capacity, such instructions and capacity to be provided by Lessor. County will promptly notify Lessor of any accident, damage or failure involving the office space and will reasonably cooperate with Lessor in gathering information in connection therewith.

ARTICLE XII

Risk of Loss: All loss of or damage to the Temporary Office Space, unless such loss or damage results from a latent defect(s) or fault or negligence on the part of Lessor, while on rental and in County's care, custody or control, including, but not limited to, fire, flood, theft, comprehensive losses, collision and rollover, will be the responsibility of County. Such responsibility is limited to: (1) reasonable repair cost or (2) the fair market value of the Office Space at the time it is lost or damaged, less its salvage value. The cost of labor for such repairs will be either Lessor's then prevailing reasonable hourly rate for labor, posted at the Lessor branch where the office space is to be repaired, or the repairer's reasonable hourly rate for labor charged to Lessor for such repairs, as the case may be. Parts will be charged at Lessor's cost therefor as reasonably charged to Lessor by the supplier or repairer, as the case may be. County hereby assume all risk of loss or damage and waive all claims against Lessor by reason of any personal property left, or stored, by County or any other person in or upon the Office Space.

ARTICLE XIII (NOT USED)

ARTICLE XIV

Insurance:

A. Public Liability and Property Damage Liability Insurance (Third Party)

County will, at its expense, at all times during the term of this Agreement, maintain in force Commercial General Liability and Property Damage Liability Insurance or self-insurance with a limit for bodily injury, including death, of \$500,000 for each person in each accident, and with a limit of liability of \$1,000,000 for all persons in each accident, and with a limit of liability for property damage of \$250,000 for each accident, on a primary and not excess or contributory basis, for County's liability for damages sustained by any person or persons, including, but not limited to, agents or employees of County, as a result of the maintenance, use, operation, possession, storage, erection, dismantling, servicing or transportation of the Temporary Office Space. County will, on demand, furnish Lessor a Certificate of Insurance evidencing such insurance, endorsed to provide that such insurance may not be canceled or materially modified except on thirty (30) days prior written notice to Lessor at the renting Lessor branch. County agrees to abide by all terms and conditions of said insurance. County, its agents and employees will cooperate fully with Lessor in any investigation, prosecution or defense of any claim or suit arising therefrom and will do nothing to impair or invalidate the applicable insurance coverage. Lessor's acceptance of County's Certificate(s) of Insurance will not be deemed a waiver or modification of County's insurance, indemnity or any other obligation under this Agreement.

B. Property Insurance (Lessor Temporary Office Space)

County will, at its own expense and at all times during the term of this Agreement, maintain in force Property Insurance or self-insurance in an amount adequate to cover any damage to, or loss of, the Temporary Office Space being rented under this Agreement. County's policy must expressly cover non-owned office space while in County's care, custody and control. County will, on demand, furnish Lessor a Certificate of Insurance evidencing such insurance and endorsed to provide that such insurance may not be canceled or materially modified except on thirty (30) days prior written notice to Lessor at the renting Lessor branch. County agrees to abide by all of the terms and conditions of such insurance.

ARTICLE XV

County's Obligation To Indemnify: County will defend, indemnify and hold harmless Lessor, its subsidiaries, parent company and its and their officers, agents and

employees, from and against all loss, liability, claim, action or expense, including reasonable attorneys' fees, by reason of bodily injury, including death, and property damage, sustained by any person or persons, including but not limited to employees of County, to the extent of County's sole or active negligent, or County's failure to comply with the terms of this Agreement.

ARTICLE XVI

Lessor's Obligation To Indemnify: Lessor shall defend, indemnify, and hold County and its officers, agents and employees harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind, and description, including attorneys' fees and costs incurred, brought for, or on account of, injuries to, or death of, any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to, or in any way arise out of, or are connected with Lessor's services, equipment, latent defects in the equipment, operations or performance hereunder, regardless of the existence or degree of fault or negligence on the part of County, Lessor, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of County, its officers and employees, or as expressly provided by statute. This duty of Lessor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XVII

County's Compliance With Law: County will, at its expense, comply with all federal, state and local laws and regulations affecting the Office Space and its use, and will defend, indemnify and hold Lessor harmless from all loss, liability or expense resulting from County's actual or alleged violations of any such laws, regulations or requirements.

ARTICLE XVIII

Lessor's Compliance With Law: Lessor will, at its expense, comply with all federal, state and local laws and regulations affecting the Office Space and its use, operation, erection, design and transportation, including, without limitation, licensing, OSHA and ANSI requirements and will defend, indemnify and hold County harmless from all loss, liability or expense resulting from Lessor's actual or alleged violations of any such laws, regulations or requirements.

ARTICLE XIX

Notice Of Loss Or Accident: In the event of the loss or theft of or damage to the Office Space, County agrees to notify Lessor by telephone, and thereafter to report in writing to Lessor and the public authorities (where required by law) all reasonable information deemed relevant thereto by Lessor. County will cause its agents and employees to give Lessor and the public authorities proper and full information and

reasonable assistance in the investigation and prosecution of any matter resulting from said loss theft or damage.

ARTICLE XX

Force Majeure/Infringement: Any failure of performance by County or Lessor due to causes beyond County or Lessor's reasonable control, including but not limited to acts of civil or military authority, Acts of God, labor difficulties, failure of transportation, and delays of suppliers, will not be deemed to be a default by County or Lessor.

ARTICLE XXI

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services, products or equipment to be provided by Lessor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XXII

California Forum and Law: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXIII

Attorneys' Fees: In the event of any action to enforce this Agreement or to seek a declaration of rights or responsibilities hereunder, the prevailing party will be entitled to reasonable attorneys fees in addition to all other costs and expenses allowed by law.

ARTICLE XXIV

Business License: County's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Lessor warrants and represents that it shall comply with all of the requirements of County's Business License Ordinance prior to renting any equipment under this Agreement and at all times during the term of this Agreement.

ARTICLE XXV

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is Linda Silacci-Smith, Sr. Department Analyst, Chief Administrative Office, Procurement & Contracts Division, or successor.

ARTICLE XXVI

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties the obligations set forth herein.

ARTICLE XXVII

Partial Invalidity: If any provision or any part of any provision of this Agreement or the application thereof is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions or parts of said provisions shall not be affected thereby and will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXVIII

Entire Agreement: This document and the documents referred to herein are the entire Agreement between the parties, and they incorporate or supersede all prior written or oral agreements or understandings.

Contract Administrator Concurrence:

By: _____ Dated: _____

Linda Silacci-Smith
Sr. Department Analyst
Procurement & Contracts

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IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Terri Daly, Purchasing Agent
Chief Administrative Office
"County"

-- LESSOR --

By: _____ Dated: _____

By: _____ Dated: _____
Corporate Secretary

EXHIBIT B – BID FORM -AND- LIST OF EXCLUSIONS, QUALIFICATIONS & ASSUMPTIONS

Temporary Office Space RFP

Exhibit B - Bid Form



Company Name

Company Contact Information

Fee Proposal

Description	Unit Cost	Unit	Qty.	Line Total
Monthly Rental				
Temp Office Space Unit	\$ -	each	3.00	\$ -
Monthly Rental w/ Tax	8%		\$ -	\$ -
Rental for Full 36 Month Term	\$ -	month	36.00	\$ -
Office Space Build-out				
Build-out Per Plans (Exhibit C)	\$ -	each	3.00	\$ -
Allowance: Open Office Power Outlets	\$ -	each	60.00	\$ -
Allowance: Open Office Data Outlets	\$ -	each	15.00	\$ -
Delivery				
Fuel Charges	\$ -	each	3.00	\$ -
Transportation of Building	\$ -	each	3.00	\$ -
Other: _____				
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Setup/Installation				
Anchoring/Foundations	\$ -	each	3.00	\$ -
Building Installation	\$ -	each	3.00	\$ -
Skirting Materials & Installation	\$ -	each	3.00	\$ -
Other:				
Permitting	\$ -	each	3.00	\$ -
Wet Stamped Engineered Drawings	\$ -	each	3.00	\$ -
Equipment	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Removal/Take-down				
Skirting Removal	\$ -	each	3.00	\$ -
Building Removal	\$ -	each	3.00	\$ -
Remove Anchoring/Foundations	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Return Delivery				
Fuel Charges	\$ -	each	3.00	\$ -
Transportation of Building	\$ -	each	3.00	\$ -
Other: _____				
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -

Temporary Office Space RFP



Exhibit B - Bid Form

Company Name
Company Contact Information

Fee Proposal

Description	Unit Cost	Unit	Qty.	Line Total
Other: _____				
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
Other: _____	\$ -	each	3.00	\$ -
				\$ -

INSURANCE

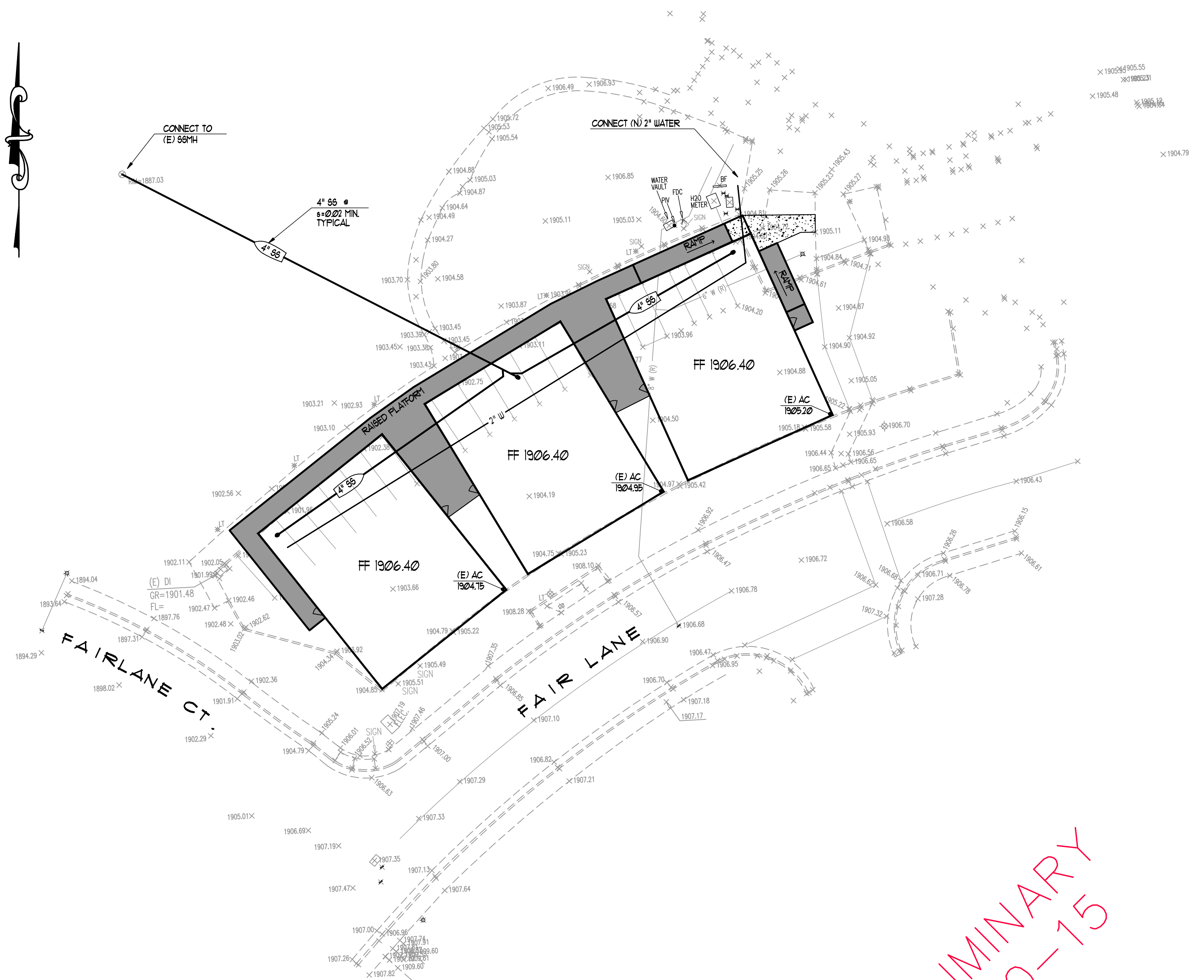
TOTAL PROPOSED COST \$ -

Initial Delivery & Setup Costs	\$	-
Monthly Rental Cost	\$	-
Final Removal & Return Delivery Costs	\$	-

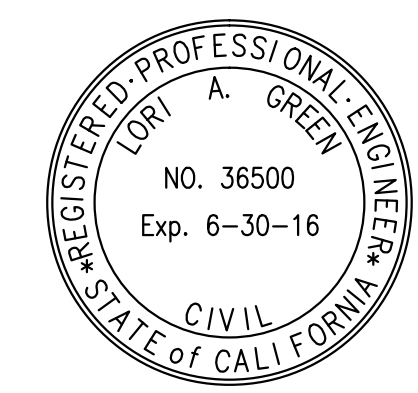
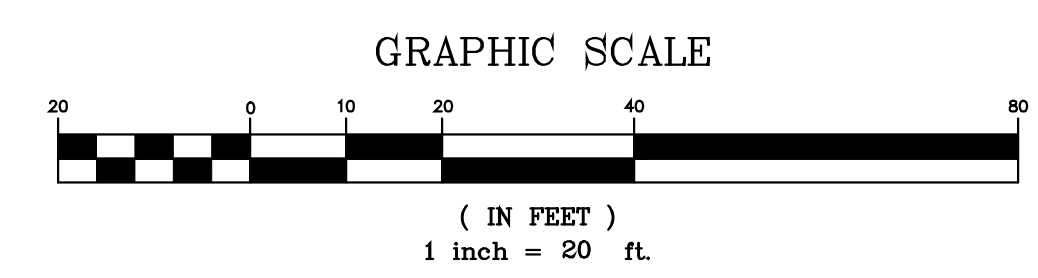
EXCLUSIONS, QUALIFICATIONS & ASSUMPTIONS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

EXHIBIT C – PRELIMINARY PLANS, dated 8-10-15



PRELIMINARY
08-10-15



7							
6							
5							
4							
3							
2							
1							
NUMBER	DESCRIPTION	ENGR INIT	COUNTY APPROVAL BY	DATE			

DRAWN BY:	C.C.L.
DESIGNED BY:	L.A.G.
CHECKED BY:	R.S.W.
SCALE:	1" = 20'
DATE:	JULY 2015
F.B. REF.	

Warren-Green Engineering

3114 Brennans Road / Loomis CA 95650 / 916.663.2323

BENCH MARK	
BM:	ELEV : -
	DATUM: -
(SEE SHEET 1)	

PREPARED UNDER THE DIRECTION OF	
LORI A. GREEN	DATE
RCE # 36500	

IMPROVEMENT PLANS FOR:

LIBRARY SWING SPACE

UTILITY PLAN

COUNTY OF EL DORADO CALIFORNIA

C3
-
JOB NUMBER 15-234

EXHIBIT C - Sample Floor Plan

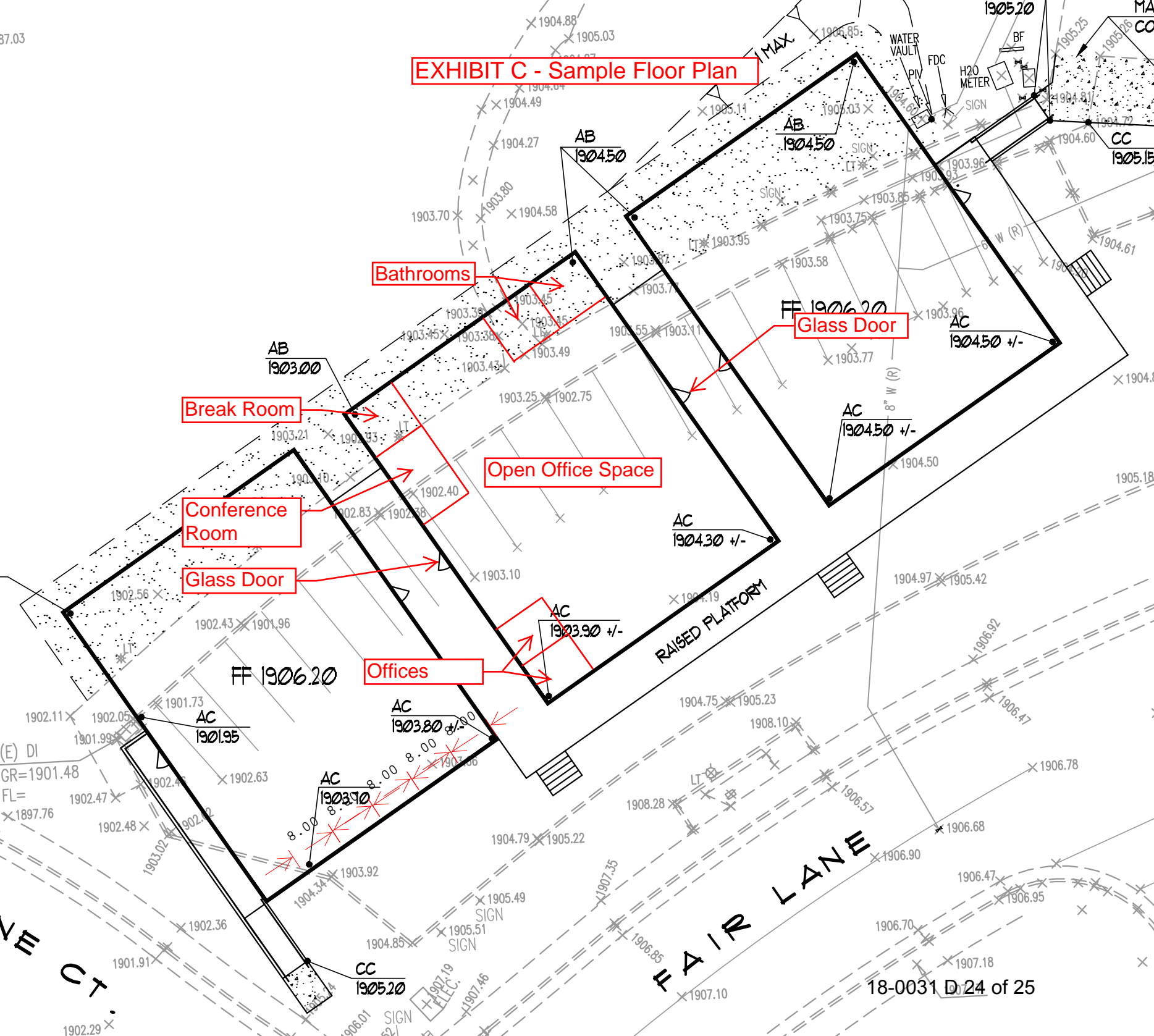


EXHIBIT D – TENTATIVE PROJECT SCHEDULE

08/13/15: RFP and design documents issued
08/19/15: Prebid Site Walk, 10:00 AM PST
08/21/15: Final Date for All Bidding Questions/RFI's
08/25/15: Response to All Bidder Questions/RFI's
08/28/15: Proposals Due via email, 2:00 PM PST
09/07/15: Notice of Award to Lessor
09/25/15: Rental Agreement Execution
12/11/15: County Vendor to Complete Relocation & Stub-out of Utilities
12/30/15: Initial County Review & Acceptance of Spaces
01/04/16: Lessor Delivery & Start of Setup
01/22/16: Lessor Setup Complete
01/25/16: County Vendor to Install Walkways & Hook-up Utilities
02/05/16: County Work Complete (Ready for Occupancy)