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 Executive Director

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 Deputy Executive Director

March 11, 2014

**Addendum No. 1
 to
 Invitation For Bid
 For Call Box Maintenance
 Dated February 27, 2014**

Dear Contractor:

This letter is Addendum No. 1 to the Invitation for Bid for Call Box Maintenance dated February 27, 2014. Deleted text is shown in ~~strike-through~~ format and added text is shown in *italics*. The IFB is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change(s)</u>
1.	Appendix A, <u>Scope of Work</u> , Pages 14- 25	Appendix A, <u>Scope of Work</u> is deleted in its entirety and replaced with the attached Appendix A, <u>Scope of Work</u> .
2.	Appendix A-1, <u>Payment Schedule</u> , I. <u>Compensation for Services</u> , 1 st and 2 nd paragraphs, Page 26	CONTRACTOR shall be compensated monthly for all tasks performed under <u>Appendix A, Scope of Work</u> , Section III, Tasks A- E-F , based on the average number of active call boxes in the month multiplied by the default Level 2 performance measure "Per active call box flat rate" as listed in <u>Appendix B, Bid Form</u> . The number of active boxes is an average of the number of call boxes making scheduled diagnostic check up calls into the maintenance system that month. Should the average number of active call boxes in the month fall below 1,100 or exceed 2,000 for 3 consecutive months, CONTRACTOR shall enter into renegotiations with MTC SAFE to adjust the "per active call box flat rate". The "Per active call box flat rate" is subject to performance measures as detailed in Table 1 below and its firm fixed sums including all labor and materials required to fulfill the requirements as laid forth in <u>Appendix A, Scope of Work</u> , Tasks A- E-F , and all applicable surcharges such as taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance.

<u>Addendum Item</u>	<u>Reference</u>	<u>Change(s)</u>
3.	Appendix A-1, <u>Payment Schedule, II. Performance Measures, 1st paragraph, Page 26</u>	The monthly flat rate paid to CONTRACTOR for all Tasks A-E-F under this Contract shall be determined from the following performance measures, as summarized in Table 1.
4.	Appendix B, <u>Bid Form, Pages 35- 37</u>	Appendix B, <u>Bid Form</u> is deleted in its entirety and replaced with the attached Appendix B, <u>Bid Form</u> .

The remaining provisions of the Invitation for Bid, dated February 27, 2014, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Any questions concerning this addendum to the IFB should be directed to Jaime Maldonado, MTC SAFE Project Manager, at (510) 817-5707 or jmaldonado@mtc.ca.gov.

Sincerely,



Andrew B. Fremier
Deputy Executive Director

ABF:jm

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APPENDIX A
Scope of Work

(Revised 3/11/14)

I. GENERAL CONDITIONS

A. Prior to Start of Work

CONTRACTOR shall facilitate at its own cost all transition tasks with the previous maintenance provider, if applicable including, but not limited to, transfer of call box materials, swapping of call box data, and other related tasks. CONTRACTOR is expected to start repairs immediately at start of contract period with the appropriate staffing levels and materials necessary. It is the responsibility of the CONTRACTOR to account for repairs that may not be completed or have not started by the previous maintenance CONTRACTOR. The call box system shall be handed over to the CONTRACTOR in an “as-is” condition.

B. Work to be Done

CONTRACTOR shall perform all work necessary to maintain the MTC SAFE motorist aid call box system in a satisfactory manner. No tasks detailed in this section shall be performed by subcontractors other than those listed in *Appendix E* and without the prior consent from MTC SAFE Project Manager. CONTRACTOR shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the rates described in *Appendix A-1*, Payment Schedule. All work done shall be in compliance with the CHP/Caltrans Call Box Guidelines and the American Disabilities Act (ADA) regulation.

C. Plans and Specifications

CONTRACTOR shall keep at the field office a copy of all plans and specifications to which MTC SAFE shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY, ATM, sonalert or smart card electronic devices as well as painting processes) shall also be kept by CONTRACTOR in the field office and be available for review by the MTC SAFE Project Manager or MTC SAFE designated representative.

D. Rights of Entry and Permits

CONTRACTOR shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required by partner agencies to perform the work hereunder at the cost of CONTRACTOR.

E. Materials and Workmanship

All materials, parts and equipment furnished by CONTRACTOR shall be of high grade and free from defects. Replacement enclosures provided by CONTRACTOR shall not be of lesser quality as measured by paint brightness, and aluminum and/or coating integrity and shall be guaranteed by CONTRACTOR against corrosion and fading for the term of the Contract resulting from this IFB. CONTRACTOR shall warrant all other materials and parts provided or refurbished by CONTRACTOR for one (1) year from date of installation. Quality of work shall be in accordance with generally accepted standards and all work shall be subject to all warranty provisions. Materials and work quality shall be subject to the MTC SAFE Project Manager’s or a designated representative’s approval. CONTRACTOR shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for future use.

F. Labor

Only competent workers shall be employed to perform tasks under this *Appendix A*. Any person found by MTC SAFE to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by CONTRACTOR and not re-employed for services. CONTRACTOR shall be solely responsible for any and all services performed under the contract resulting from this IFB by its employees and/or subcontractors. CONTRACTOR shall enforce strict discipline and good order to ensure that all work is carried out promptly and with due diligence.

G. Inspection

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by the MTC SAFE Project Manager or a designated representative. Any MTC SAFE authorized representative shall have access to the field office. Approval by the MTC SAFE Project Manager that services meet required performance measures shall precede issuance of yearly performance adjustments, described in *Appendix A-1, Payment Schedule*.

H. Condition of Site

CONTRACTOR shall keep call box sites clean and free of rubbish and debris (including removed pad material). Materials and equipment brought to the site such as cones, ladders, etc. for the specific purpose of repair, shall be removed from the call box site immediately or as soon as the materials, tools, and equipments are no longer needed.

I. Items or Activities to be Performed by Others

Maintenance of the SCADA communication system, AC power, electrical signs or equipment that are part of the Caltrans-owned infrastructure shall be performed by others but may require CONTRACTOR to coordinate such activities with Caltrans and its CONTRACTOR.

J. Reuse of Parts:

CONTRACTOR shall reuse parts that have been damaged or replaced assuming CONTRACTOR has repaired the parts, and/or ensures that functionality is not degraded and the integrity of the component is not compromised. If available, CONTRACTOR may utilize MTC SAFE owned surplus of call box materials at the sole discretion of the MTC SAFE project manager. However, MTC SAFE does not guarantee the quality of the surplus call box materials, whether they are reusable or not nor the availability of such materials for the use of CONTRACTOR during the term of the Contract.

K. Reserve Inventory

Throughout the Contract term, CONTRACTOR shall be required to purchase its own call box equipment and maintain a sufficient quantity of such material in stock in their Bay Area field office to fulfill the requirements of this *Appendix A*. Replenishing the call box equipment stock is the sole responsibility and at the cost of the CONTRACTOR. MTC SAFE acknowledges any materials purchased by the CONTRACTOR that remain unused at the end of the contract is the property of the CONTRACTOR.

L. Storage of Materials

CONTRACTOR shall store any MTC SAFE owned call box housings, electronics, poles, and other appurtenances either within their warehouse or within a MTC SAFE designated storage facility. CONTRACTOR shall be responsible for organizing MTC SAFE owned supplies in an appropriate manner separate from CONTRACTOR's reserve inventory and may be requested to secure additional storage space should it be needed at the expense of MTC SAFE. CONTRACTOR shall relinquish any and all remaining MTC SAFE owned materials upon termination of this Contract.

M. Communication

CONTRACTOR shall ensure that the lead field technician and staff have the necessary communication devices for interacting efficiently with the MTC SAFE Project Manager, other designated representatives, and partner agencies. The devices to be provided by CONTRACTOR must include, but are not limited to a cell phone, office phone, fax machine, and email services with the capability to send and receive Microsoft Access® database or equivalent files.

II. CALL BOX MAINTENANCE SYSTEM

A maintenance system is currently in place to monitor the MTC SAFE call box system of which its stored data may need to be transferred to CONTRACTOR's maintenance system. MTC SAFE is responsible for obtaining all call box data and providing it to the successful CONTRACTOR. CONTRACTOR shall facilitate such transfer by working with MTC SAFE to format data accordingly. CONTRACTOR shall not be compensated for maintenance tasks until the maintenance system is fully operational. MTC SAFE retains ownership of all files containing call box related data provided to CONTRACTOR. All such data including newly inputted data related to the tasks performed by the selected CONTRACTOR shall be turned over to MTC SAFE at the termination of the contract resulting from this IFB.

All MTC SAFE call boxes shall be monitored by a maintenance system and each box shall make one (1) call every three (3) days into the system for a diagnostic check up. CONTRACTOR's maintenance system shall be compatible with the MTC SAFE call box communication devices. It is CONTRACTOR's responsibility to make any necessary changes to their maintenance system in order to perform the maintenance tasks described in this section with the MTC SAFE call boxes and the overall system. CONTRACTOR shall not change any devices in the call boxes to make them compatible with their maintenance system. Any changes and/or upgrades to the maintenance system shall be at the cost of CONTRACTOR. MTC SAFE recognizes that the maintenance system hardware and software developed prior to the acceptance of this project is the property of CONTRACTOR.

The maintenance system must record all work orders related to the call box system and other general information and specifications of each call box in the MTC SAFE system as specified in *Table 1* below. These work orders and along with call box related general information must be easily retrievable and able to download into an Excel® spreadsheet or similar program. All current and previous work orders must be accessible to the MTC SAFE project manager and its systems management consultant (currently T-Cubed) at any time via a single web-based system using a 1-step login credential process. The systems management consultant monitors all repairs done each month, the timeliness of such repairs, and the number of times each call box calls into the

maintenance system for the purposes of monitoring performance levels via the maintenance system.

CONTRACTOR shall meet with the MTC SAFE Project Manager immediately after award of contract to finalize the needs and the layout of the Call Box System Database and to determine appropriate access for MTC SAFE Project Manager and its designated representatives.

Table 1. Maintenance System Specifications

	Update When Site Changed	Update When Site Installed	Update with PM or CM Visit
Call Box Sign Number	✓	✓	
Original Install Date			
Automatic Number Identification (ANI)	✓	✓	
Electronic Serial Number (ESN)	✓	✓	
Mile Post Mark	✓	✓	
Pedestrian Pad Type	✓	✓	
Pedestrian Pad Size	✓	✓	
Site Type	✓	✓	
Retaining Wall Height (provide range)	✓	✓	
Path Size	✓	✓	
Handrail at Site?	✓	✓	
Direction Installed on Highway	✓	✓	
Text Description of Location	✓	✓	
Text Description of Best Access	✓	✓	
Dispatch Center Assigned to Answer Calls (CAC, CHP, etc)	✓	✓	
Latitude / Longitude and Differential Correction Method using Global Positioning System (GPS)	✓	✓	
Site Installation Date	✓	✓	
In Service or Out of Service	✓		
Removal Date	✓		
Reinstall Date	✓		
Mobile Identification Number (MIN) (Call Box Phone Number)	✓	✓	
User Telephone Number (Dispatch Center Number)	✓	✓	
Alarm Telephone Number	✓	✓	
Maintenance Telephone Number	✓	✓	
Install Notes-unusual installation notes	✓	✓	
Speech/Hearing Impaired Device Installed? Type?	✓	✓	
Call Connected Light Installed	✓	✓	
Smart Call Box Devices Installed? Type?	✓	✓	
Controller Card Type (e.g., "150", "SRC") and Version Number with Date of Installation	✓	✓	
Transceiver Type / Model with Date of Installation	✓	✓	
Dates of all Preventative Maintenance (PM) Visits to Site	✓		✓
Dates and Descriptions of all Corrective Maintenance (CM) or Above Agreement Activities at Site	✓		✓
Work Order Numbers for all CM activities at Site	✓		✓
Digital Site Photographs	✓	✓	

In addition to the general specifications of each call boxes listed in the table above, the maintenance system database shall include, at a minimum, the following maintenance information on the call box system:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (if different from the first visit) and description of work performed;
- Description of preventative maintenance visits including the call box sign number, date and time of visit, and description of work performed;
- Description of all other site work listed in Section III which includes Task C through Task D and removal and installation work under Section IV. These entries should also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, and date and time of completion.

CONTRACTOR shall furnish its own digital camera, GPS devices, and other devices or equipment necessary to provide the above information in the maintenance system. CONTRACTOR shall keep the maintenance system updated and current to prevent misinformation. Any issues arising from the general upkeep of the system shall be immediately reported to the Project Manager and systems management consultant.

III. CALL BOX MAINTENANCE TASKS

CONTRACTOR shall perform the following ~~five (5)~~ *six (6)* specific tasks (A- ~~E~~ F) routinely throughout the term of the contract resulting from this IFB. Some bridge and all tunnel/tube call boxes require night work and lane or bore closures and must be coordinated with any Caltrans scheduled closures. CONTRACTOR shall contact Caltrans to request lane closures no more than 24 hours from notification of needed repairs and shall notify the MTC SAFE Project Manager of such upcoming work. Changes to scheduled closures on bridges, tunnels, or tubes shall be made no later than two (2) days from scheduled date. Compensation for all work is described in *Appendix A-1, Payment Schedule*.

Some call box repairs and maintenance tasks listed hereafter may need to be performed immediately if the repair needed is presenting a potential hazard or if call box components are broken off and in the way of traffic. Should CONTRACTOR need to pick up broken off parts, CONTRACTOR shall also repair that damaged call box at the same time to minimize the number of trips needed to repair the call box, to the extent reasonable.

Task A. Call Box Corrective Maintenance

CONTRACTOR shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (solar panel, not applicable to the call boxes on the bridges or in the tunnels and tubes) and the interface with the cellular system. Corrective maintenance requires that CONTRACTOR be accessible to the call box call answering center (CAC) and CHP to report non-operational call boxes.

Upon notification that a call box is out of service from CHP, CAC, MTC SAFE, or the maintenance computer, CONTRACTOR shall determine the cause and take the necessary action to

restore it to good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of corrective maintenance that were reported, excluding bridge or tunnel call boxes, shall be completed by 1700 hours on the second full workday following the repair request, regardless of whether foundation work is required. CONTRACTOR shall provide sufficient management and field staff to perform repairs on call boxes within the established time periods. Should CONTRACTOR not be able to meet this specified timeframe, CONTRACTOR must notify MTC SAFE project manager in writing and the reasons why such repairs shall be delayed.

1. Bridge Call Boxes

CONTRACTOR shall conduct all tasks mentioned above as needed on bridge call boxes excluding the SCADA communication system or AC power. CONTRACTOR may need to work in cooperation with Caltrans to resolve issues affecting the bridge pedestrian and roadside call boxes, including access to those call boxes. Repair work on bridges without shoulders require lane closures and possible night work, which shall be coordinated by CONTRACTOR with Caltrans at the earliest opportunity but no more than 24 hours from notification of the event excluding weekends.

2. Tunnel and Tube Call Boxes

CONTRACTOR shall conduct all tasks mentioned above as needed on tunnel and tube call boxes excluding the SCADA communication system, AC power, or illuminated call box signs. All corrective maintenance work in the tunnels or tubes must be coordinated with Caltrans' personnel at the Caldecott Tunnel, Doyle Drive, or Devil's Slide to schedule bore closures at the earliest opportunity but no more than 24 hours from notification of events. Should CONTRACTOR notice failures of the AC power supply or SCADA communication system, CONTRACTOR must notify the MTC SAFE Project Manager and Caltrans immediately. CONTRACTOR may be involved with work related to the SCADA system, AC power, or call box signs should it affect the call boxes.

Task B. Call Box Preventative Maintenance

CONTRACTOR shall perform the following preventative maintenance tasks necessary to keep call boxes clean and operational. Call boxes with adjunct devices shall be maintained similarly. CONTRACTOR shall report to the MTC SAFE Project Manager any unusual findings made while performing preventative maintenance or make recommendations for corrections to call boxes that frequently require preventative maintenance. Some preventative needs may be reported by the MTC SAFE Project Manager or its designated representatives and shall be addressed by CONTRACTOR on preventative maintenance visits.

CONTRACTOR shall use preventative maintenance visits to protect boxes from corrosion and fading. The color of all call boxes shall fall between Pantone® yellow no. FL100 and Pantone® yellow no. FL123. Call boxes requiring a housing exchange shall be back in service no later than 1700 hours on the second full work day from when call box housing was first removed. Swapping of aluminum call boxes with Lexan call boxes may be necessary for call boxes demonstrating high corrosiveness but shall be approved by the MTC SAFE Project Manager.

1. CONTRACTOR shall perform the following preventative maintenance tasks at least two (2) times annually for all call boxes, except the bridge and tunnel/tube call boxes:

- Cleaning, sanding off rust and painting of call box housings as necessary;

- Checking call box housing door, magnet, and spring;
- Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- Removal of items not part of call box such as stickers and garbage bags
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of call box controls and system operational sequence including:
 - Removal of faceplate (as necessary);
 - Perform test calls;
 - Check outer door, handset and illumination for proper operation;
 - Check call connect light;
 - Check hook switch; and
 - Check cellular antennae and cable.
- Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds and debris removal);
- Cleaning and bolt tightening for the call box sign;
- Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;
- Testing of the sonalert device by placing a call to the designated answering point and having them initiate and terminate the 100+ decibel alarm;
- Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard for functionality and keeping both clean.
- Inspection of path for wear and tear or vandalism;
- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls;
- Minor adjustments of call box components that have been shifted including pedestrian pad, signs, retaining wall, and poles; and
- Replacement of faded call box blue sign and missing letter and number stickers.

2. Bridge Call Boxes

CONTRACTOR shall perform the following preventative maintenance tasks on bridge call boxes at least two (2) times annually:

- Cleaning and painting of call box housings as necessary;
- Checking call box housing door, magnet, and spring especially on bridges with strong winds;
- Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of call box controls and system operational sequence including:
 - Removal of faceplate (as necessary);
 - Perform test calls;
 - Check outer door, handset and illumination for proper operation;
 - Check call connect light;
 - Check AC power connectivity;
 - Check optoisolator
 - Check strobe light;
 - Check hook switch; and
 - Check cellular antennae and cable.
- Cleaning and bolt tightening for the call box sign;

- Testing of the sonalert device by placing a call to the designated answering point and having them initiate and terminate the 100+ decibel alarm;
- Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard for functionality and keeping both clean.
- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on concrete rails.

3. Tunnels and Tubes

CONTRACTOR shall perform a preventative maintenance field visit to the tunnel/tube call boxes at least three (3) times annually. Preventative maintenance shall be scheduled in approximate ten week intervals. The preventative maintenance activities shall include but shall not be limited to the following tasks:

- Cleaning and painting of call box housings as necessary;
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of electrical wiring between the call box and associated sign;
- Operational check of the call box controls and system operational sequence including:
 - Removal of faceplate (as necessary);
 - Perform test calls;
 - Check AC power connectivity
 - Check batteries (as necessary);
 - Check outer door, handset and illumination for proper operation;
 - Check hook switch;
 - Check call connect light and TTY; and
 - Check cellular antennae and cable.
- Minor cleaning of the surrounding area of the call box (includes debris removal);
- Check of the Bay Bridge call answer computer functionality including whether the database is up-to-date;
- Replacement of harnesses; and
- Inspection of the call box mounting pedestals or other devices used for mounting the call boxes on tunnel walls

Task C. Call Box and 511 Freeway Assist Knockdown and Vandalism Repairs

Should any work under this Task C be considered “public works” which include any construction of or repair to the call box site’s pedestrian pad, retaining wall, or handrail, CONTRACTOR shall comply with California Labor Code Sections 1720 et seq. and Title 8 of the California Code of Regulations Sections 16000 et seq. governing the payment of prevailing wages, as determined by the Director of the California Department of Industrial Relations. In particular, the CONTRACTOR’s attention is drawn to Labor Code Sections 1770 (payment of prevailing wage rate), 1775 (penalty for non-payment), 1776 (payroll records), and 1777.5 (use of apprentices). In addition, CONTRACTOR shall comply with the Davis-Bacon and Related Act governing the payment of prevailing wages, as determined by the U.S. Department of Labor.

1. Knockdown Repairs

Knockdown repairs shall be defined as services conducted by CONTRACTOR to 1) restore call boxes to full operability and 2) restore 511 Freeway Assist signs after being knocked down by vehicle collision or other such causes. CONTRACTOR shall make work orders and other related information on a knocked down call box or 511 Freeway Assist sign readily available to MTC SAFE and/or its designated representative to assist in knockdown recovery efforts.

2. Vandalism Repairs

Vandalism repairs shall be defined as services conducted by CONTRACTOR to: 1) repair call boxes, their sites or their components; and/or 2) repair 511 Freeway Assist signs damaged as a result of vandalism, willful acts, or other such causes (including insect intrusion). Such tasks shall include but not limited to: replacing broken outer door, repairing ripped handset, removing graffiti from signs, and repairing damaged site material (pads, retaining walls, etc.).

All work under Task C must be completed by 1700 hours on the second full workday from notification regardless of whether foundation work is needed. Knockdowns or vandalism to bridge call boxes that require lane closure with Caltrans shall be scheduled at the earliest opportunity and no more than 24 hours from notification of event. In some cases, knockdown and vandalism may present a potential hazard and repairs may be needed as soon as possible. MTC SAFE or its partner agencies shall notify CONTRACTOR of such events.

Task D. Third Party Incidents

Call box failures due to third party CONTRACTORS such as telecommunication service providers or Caltrans CONTRACTORS shall be repaired by CONTRACTOR. CONTRACTOR shall take the necessary steps to restore the call box to operability which may require coordination with the third party CONTRACTOR. Work under Task E may include but not limited to: repair of SCADA components on bridge call boxes due to Caltrans CONTRACTOR, conversion of call boxes to landline service due to weak cell signal (may include relocation), and upgrade of existing antenna to accommodate changes in cellular system.

Failure of call boxes due to third party CONTRACTORS may leave call boxes out of service for several days. In these situations, CONTRACTOR shall notify the MTC SAFE Project Manager immediately and have the call box housing bagged until call box is fully operational.

Task E. Administrative Tasks

CONTRACTOR shall be responsible for routine administrative tasks detailed below to facilitate the performance of the services to be provided under the Contract resulting from this IFB.

1. Meetings, Field Surveys, and Correspondences

CONTRACTOR shall attend meetings and conduct field surveys that relate to the call box system as requested by the MTC SAFE Project Manager. CONTRACTOR shall respond to written and email inquiries regarding the call box system submitted by MTC SAFE Project Manager or its partners in a timely manner. Correspondences with the systems management consultant, private call answering center, call box inspector, cellular service provider and other MTC SAFE contractors may be required to resolve issues related to the call box system. At the reasonable request of the SAFE Project Manager, plans, drawings, maps, and other documents shall be provided by CONTRACTOR to MTC SAFE at no additional cost to MTC SAFE unless such plans or documents requires resources beyond the scope of this Contract.

2. Right of Way/Entry Permits

CONTRACTOR shall be responsible for obtaining the appropriate permits required to maintain the MTC SAFE call box system. CONTRACTOR shall prepare and submit encroachment permit applications to the appropriate authorizing agent and shall be the primary point of contact for

permit issues related to the call box system. Any cost incurred in obtaining such permits shall be at the expense of CONTRACTOR.

3. Inventory and Supplies

CONTRACTOR shall be responsible for the general upkeep of the MTC SAFE call box storage including tracking inventory of supplies, disposing of obsolete and irreparable parts, and organizing of components within the storage facility. Inventory of MTC SAFE owned supplies shall be readily available at the request of the MTC SAFE Project Manager. MTC SAFE occasionally sells used call box supplies to other vendors and may request CONTRACTOR to coordinate sale and delivery of such supplies.

4. System Management Maintenance

CONTRACTOR shall maintain and frequently update the call box maintenance system to reflect changes to the call box system and information on maintenance tasks. CONTRACTOR shall also make changes to the maintenance system at the request of the MTC SAFE Project Manager. Any changes to the phone number, automatic number identification (ANI), or location must be updated within 48 hours of the change in the maintenance system and shall be reported to the Project Manager, systems management consultant, CHP, and the private CAC. Work orders for any of the tasks listed in Section III shall be updated in the maintenance system no later than one (1) week from when work order is complete.

Task F. Removals and Installations

1. Temporary Removals

At the request of MTC SAFE or Caltrans, CONTRACTOR shall remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects that come into conflict with MTC SAFE call boxes. Whenever possible MTC SAFE will give one (1) weeks advance notice to CONTRACTOR of upcoming temporary removal but in special cases removals may be required immediately. MTC SAFE retains ownership of call boxes authorized for removal, and CONTRACTOR shall store removed boxes at their location and make all removed call boxes available for reinstallation at any time. CONTRACTOR shall coordinate the removal, deactivation of long term temporary removals, and storage of call boxes as requested by Caltrans or MTC SAFE. CONTRACTOR shall also maintain proper inventory documentation. In some cases, CONTRACTOR may need to pick up boxes that are temporarily removed by Caltrans or its CONTRACTOR at off-site locations. Coordination for pick up shall be the responsibility of CONTRACTOR.

In some cases, call boxes may be inaccessible due to construction already in progress or temporary k-rails in place at which CONTRACTOR shall cover the housings with “out of service” bags.

2. Reinstallations/Relocations

Once construction project is complete and the temporary removal is no longer necessary, CONTRACTOR shall coordinate reinstallation and deferred installation tasks including permitting, site approval, installation, and reactivation. CONTRACTOR shall have the call box back in service within three (3) weeks of when CONTRACTOR is notified of reinstallation. Some construction projects may cause the call box to be permanently inaccessible. In such cases, CONTRACTOR shall recommend relocation of the call box to the MTC SAFE Project Manager for approval.

In other cases, call boxes may need to be relocated as directed by the MTC SAFE Project Manager due to hazards or other reasons and shall be coordinated by CONTRACTOR. CONTRACTOR shall notify MTC SAFE Project Manager, systems management consultant, CAC, and CHP immediately of changes to the sign number, phone number, and/or location information and shall reflect changes in the maintenance system within 24 hours of relocation.

3. Permanent Removals

At the request of MTC SAFE, CONTRACTOR shall remove call boxes, including its pad, path, retaining wall, and handrail, permanently from the system. Such removals may be necessary throughout the term of the contract due to safety issues and other requests from partner agencies. CONTRACTOR shall be responsible for all permanent removal activity including the cancellation of phone numbers with service provider. Permanently removed call boxes shall be returned to MTC SAFE's inventory. An estimated maximum of 1,000 call boxes shall be removed during the contract period.

4. New Installations

At the request of MTC SAFE, CONTRACTOR shall install new call boxes, including its pad, path of up to two feet, retaining wall, and/or handrail. CONTRACTOR shall make recommendations on site type and telecommunication service (landline or cellular) and get approval from MTC SAFE Project Manager before installing call box. CONTRACTOR shall be responsible for all coordination work which may include: permitting with local agencies or testing of cell signal with service provider. CAC, CHP, and the systems management consultant shall be notified of all new installations no more than 24 hours from installations along with the call box information including phone number, ANI, and location. An estimated maximum of 25 call boxes shall be installed during the contract period.

IV. TASK ORDER WORK

All tasks under this Article will be initiated through MTC SAFE issued Task Orders. The standard MTC SAFE task order is attached as *Appendix A-3, Standard MTC SAFE Task Order Form*.

If any work under this Article is considered "public works", the CONTRACTOR shall comply with California Labor Code Sections 1720 et seq. and Title 8 of the California Code of Regulations Sections 16000 et seq. governing the payment of prevailing wages, as determined by the Director of the California Department of Industrial Relations. In particular, the CONTRACTOR's attention is drawn to Labor Code Sections 1770 (payment of prevailing wage rate), 1775 (penalty for non-payment), 1776 (payroll records), and 1777.5 (use of apprentices). In addition, CONTRACTOR shall comply with the Davis-Bacon and Related Act governing the payment of prevailing wages, as determined by the U.S. Department of Labor.

A. Special Projects

CONTRACTOR may be requested to conduct special projects during the term of the Contract as it relates to the call box system. Special projects may include, but are not limited to: special site evaluations related to the call box system and/or repair work beyond the scope of this Contract in unforeseeable events. These projects may be competitively bid with other qualified CONTRACTORS based upon price or performance, or expertise.

**APPENDIX B,
Bid Form
(Revised 3/11/14)**

Bidder shall list their “Per active call box flat rate” in the table below. The average number of active call boxes in the month varies; a detailed report of active call boxes from previous years can be provided upon request. It is the bidder’s responsibility to bid reasonably and account for fluctuations in the number of active call boxes and the necessary labor hours and materials to maintain the MTC SAFE call box system of which may vary significantly from month to month. Price listed in the “Per active call box flat rate” shall be the final contract price. Should the contract be extended beyond its initial three year term, the “Per active call box flat rate” shall be increased by 3% each term the contract is extended.

Price is firm fixed sums including all labor and materials required to fulfill the requirements as laid forth in *Appendix A, Scope of Work* and all applicable surcharges such as taxes, insurance, and fringe benefits, as well as indirect costs, overhead and profit allowance.

Monthly Tasks	Per active call box flat rate
Performance of all necessary Task A through Task F as detailed in III. <u>Call Box Maintenance Tasks in Appendix A, Scope of Work</u>	\$ (default Level 2)

Minimum Qualifications: Check either yes or no	<u>Yes</u>	<u>No</u>
Does/will your firm have an office located within the nine San Francisco Bay Area counties where supplies are stored and repairs will be made, as necessary by the time work begins?		
Does your firm have an established maintenance system (in existence for at least one year) to record and track repairs and other archived data? Does the same system have the capability to communicate with each call box in the MTC SAFE system for diagnostic checks and reporting of issues?		
Does your firm currently employ a day-to-day lead technician who has at least three (3) years of roadside management experience?		
Does your firm have at least five (5) years of experience maintaining roadside equipment with similar technology of which three (3) years must be experience in maintaining a call box system?		
Does your firm have current knowledge of the CHP/Caltrans Call Box Guidelines and Americans with Disabilities Act (ADA) requirements?		

Signature of Authorizing Official:	
Name of Bidding Company	
Address	
Phone Number	
Fax Number	
Email	
License Number and Type	
By signing below you acknowledge and agree to provide the required services, and comply with all the terms and conditions (including all applicable insurance requirements) listed in this IFB.	
Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	

NON-COLLUSION DECLARATION:

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

_____, declares that he or she is
(Bidder's Name)

_____ of _____,
(Title) (Company's Name)

the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that 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 that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix to 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, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

Type/Print Appropriate Name, Title

Signature

Date