

RIVERSIDE
C O U N T Y



**RIVERSIDE COUNTY
ECONOMIC DEVELOPMENT AGENCY
and the
WORKFORCE DEVELOPMENT BOARD**

Request for Proposal (RFP)

Riverside County Workforce Development Centers

Mobile Workforce Development Center (MWDC)

(Design Build)

Program Year 2002-2003

The Riverside County Economic Development Agency (EDA), in cooperation with the Riverside County Workforce Development Board (WDB), is requesting competitive bids from vendors in response to this Request for Proposal (RFP). Services are needed for designing, building and equipping one (1) Mobile Workforce Development Center in accordance with the general specifications outlined in this RFP. Under this procurement method, an all inclusive flat rate contract will be awarded to the selected vendor, terms and conditions to be negotiated. Final selection of the Mobile Workforce Development Center vendor will be based on minimum requirements, innovations or enhancements to the minimum requirements that clearly illustrate how these innovations or enhancements address the intent of the proposal, the ability of the vendor to deliver the product by the requested time, and the overall price.

PROJECT SYNOPSIS

The purpose of the Workforce Investment Act (WIA), which was implemented in July 2000, is

"...to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation."

WIA requires that states and Local Workforce Investment Areas (LWIA) provide centralized facilities for job seekers that include all services that a job seeker might require when looking for employment or skills for employment. The WIA regulations refer to these facilities as “One-Stops,” or in Riverside County, “Workforce Development Centers.” In Riverside County, there are five (5) WDC’s located in population hubs throughout the county. By purchasing a mobile WDC, the county will expand its ability to bring much needed services to the more rural and isolated areas of our county.

The specifications outlined in this RFP have been determined to be a minimum acceptable standard. Each bidder is encouraged to submit a proposal that provides innovation or enhancement that will afford the county with the best quality and cost effective option for delivering mobile WDC services. Where the specifications outlined in this RFP lack additional products or services in order to insure a fully functional, viable product, the bidder shall be responsible for including such items in the response. The specifications shall in no way be considered complete as to the final product but rather a skeleton on which the vendor should build. The bidder is aware that there will be no change orders approved once the award is issued. In addition, It is the bidder’s responsibility to insure all required components can be ordered and received to allow adequate time for build out in order to meet the final delivery deadline.

I. MINIMUM REQUIREMENTS FOR VENDORS TO APPLY

- 1.1 Vendors must complete a Vendor Application and required certifications listed below, included as **Attachment A**, and must be submitted with the bidder’s proposal. Any bidder failing to provide this information will be considered non-responsive and will not be considered.
 - Drug-Free Workplace Certificate
 - Debarment Certificate
 - Lobbying Certificate
 - Affidavit of Non-Collusion
 - Affidavit of Non-Discrimination
- 1.2 Vendors must have documented and verifiable experience with designing, building, and servicing vehicles of the type described in this RFP.
- 1.3 Bidders submitting proposals in response to this RFP must be able to conduct business in California and be in good standing with the Internal Revenue Service and the State of California. It is the bidder’s responsibility to insure that the final product is in compliance with all California EPA requirements.
- 1.4 Maximum allocation of funds for this RFP shall not exceed \$300,000.

II. PROPOSAL SUBMISSION INFORMATION

- 2.1 Bids must be typewritten and include all required information. They must be on 8½ x 11 inch white paper, three-hole punched, and bound only by one staple in the upper left hand corner.

- 2.2 Five (5) copies are required of which one (1) must have original signature(s) of the person(s) representing the applicant organization.
- 2.3 Bids must include a cover page/letter with the Legal Name of the Organization, Phone Number, Contact Person and Title, Organization Address and be signed by the appropriate Organization Representative.
- 2.4 Bids must include a work schedule describing significant milestones that will be achieved during the manufacture of the proposed vehicle. A requested payment schedule may be submitted but will be negotiated upon the award of the contract.
- 2.5 The proposal shall contain a *statement of past performance*, confirming the bidder's understanding of the scope of work of the project and required deliverables.
- 2.6 Include a minimum of three references to which your organization has provided similar equipment within the last two (2) years.

III. RFP TIMELINE

ITEM	DATE
RFP Release	April 1, 2002
Bidders Conference	April 5, 2002
Final Questions and Answers	April 12, 2002
RFP Proposal Due Date	April 19, 2002
Panel Review of Proposals	April 22-24, 2002
Vendor Demonstrations	April 23, 2002
WDB Workforce Systems Committee Review	May 16 th , 2002
WDB Executive Committee Approval	June 19 th , 2002
Riverside County Board of Supervisor's Approval	July 2 nd , 2002
Contract Execution Date	July 30, 2002

All proposals must be received by the RFP due date. No proposal received after the due date will be accepted. Please submit proposals in person or by registered mail to:

Workforce Development Center @ Riverside
 1151 Spruce Street
 Riverside, CA 92507
 Attention: Mark Christiansen, Assistant Program Manager

IV. GENERAL INFORMATION

- 4.1 RFP QUESTIONS: Bidders wishing to ask questions after reading the RFP may submit those questions in writing via facsimile transmission, attention Greg Lee at Fax # (909) 955-3131 or by e-mail to glee@co.riverside.ca.us. All questions must be received by April 12, 2002. Questions will be answered on an ongoing basis, and responses will be provided in writing to all competitors no later than April 19, 2002.

- 4.2 PROPOSAL PREPARATION COSTS: The response to this Request for Proposal is at the sole expense of the bidder.
- 4.3 **The award of this contract is contingent upon additional funding to the County of Riverside from the State of California, and/or the Department of Labor. In addition, no award can be made until there has been an approval of the contract amount and its expenditure on the project described in this RFP. The bidder understands that before this approval can be submitted to any state or federal authorities, a firm price for the project must be secured through this RFP process. No guarantee of award or approval of the project should be expected by any bidder as a result of responding to this solicitation.**

V. SCOPE OF WORK

This Mobile Workforce Development Center (MWDC) will be a self-contained vehicle of such size and specification so as to accommodate nine (9) interior computer workstations, one exterior compartment for placement of a self-contained Kiosk and room for staff to provide services. There shall be wheelchair access to at least one (1) workstation inside the vehicle and to the toileting facilities. A draft floor plan is included in Attachment 3 but may be modified so long as the minimum specification is addressed in the bidder's plan.

Proposals submitted by vendors must contain a line-item, detailed description of each item listed in each specification section. Where brand names are used in any specification, the bidder shall consider the brand named specification as minimum acceptable standards but may submit an "equal" manufacturer of the same item. Where an "equal" product is used in the bidder's response, the bidder will provide side-by-side comparisons in order to illustrate that the product is of equal or better quality.

5.1 CHASSIS SPECIFICATION

CHASSIS TYPE	FRONT ENGINE CHASSIS
GVWR	NTE 25,500 LBS
FRAME	5/16" X 2.75" X 9.1/8" STEEL
BUMPER	7" PAINTED STEEL C-CHANNEL
ENGINE	205HP @2300RPM, 520 LB/FT @ 1600 RPM 98 EPA/CARB
HORSEPOWER	NET. 205
TORQUE	520 FT. LBS. AT 1600 RPM

WHEELBASE	250" or as specified
RADIATOR	625 SQ. INCH DOWN FLOW or better
SUSPENSION	FRONT – 8,000 LBS. FRONT SPRINGS @ GROUND WITH SHOCK ABSORBERS or better as required. REAR – 17,500 LBS. REAR SPRING @ GROUND WITH SHOCK ABSORBERS or better as required.
AXLES	FRONT –8,000 LBS REAR –17,500 LBS
STEERING	POWER STEERING. TILT/TELESCOPING STEERING COLUMN
EXHAUST	SINGLE HORIZONTAL MUFFLER EXITING REAR OF CHASSIS
BATTERY (S)	TWO 12V MF 1400 CCA TOTAL
ALTERNATOR	12V 200 AMP 4884
TRANSMISSION	AUTOMATIC FIVE SPEED
FUEL TANK	60 GALLON CAPACITY TANK
TIRES	FRONT: <i>MICHELIN XZE 245/70R19.5</i> 14 PLY RADIAL REAR: <i>MICHELIN XZE 245/70R19.5</i> 14 PLY RADIAL
WHEELS	19.5 X 6.75 8 HUB PILOT
BRAKES	HYDRAULIC 4 WHEEL DISC. TRANSMISSION MOUNTED PARKING BRAKE
INSTRUMENTATION	ELECTRONIC SPEEDOMETER, SEVEN-DIGIT ODOMETER, HIGH-BEAM INDICATOR, VOLTMETER, FUEL LEVEL, OIL PRESSURE AND WATER TEMPERATURE GAUGES, DIRECTIONAL SIGNAL LIGHTS, CRUISE CONTROL
WARNING/SAFETY	ALL STANDARD ENGINE/TRANSMISSION/BRAKE WARNING APPARATUS. BACK-UP CAMERA
BLOCK HEATER	750 WATT 115V
GENERATOR	12.5 KW DIESEL QUIET WITH INSULATING SOUND SHEILD
BODY SPECIFICATIONS	

DRIVER COMPARTMENT SPECIFICATIONS

- AUXILLIARY BATTERY DISCONNECT SWITCH
- STORAGE COMPARTMENT ABOVE DASH
- DASH AIR CONDITIONING, CAB ONLY
- POWER PLUG
- CARPETED MOTOR COVER
- BUCKET SEATS WITH SWIVEL AND RECLINE, ARMRESTS, SEAT BELTS WITH RETRACTORS
- CLOTH UPHOLSTERY (COLOR TO BE CHOSEN BY CUSTOMER)
- SUNVISORS
- WRAP-AROUND WINDSHIELD PRIVACY CURTAIN WITH HOLDBACKS
- DRIVER SIDE DOOR WITH RECESSED FOOT STEP

INTERIOR SPECIFICATION

- SOUND APSORBTION INSULATED HEADLINER FRONT TO BACK
- VINYL PANEL COVERED WALLS (COLOR TO BE CHOSEN BY CUSTOMER)
- COMMERCIAL GRADE HEAVY DUTY RUBBER FLOOR COVERING THROUGHOUT (COLOR TO BE CHOSEN BY CUSTOMER)
- TWO DRY CHEMICAL 5 POUND ALUMINUM CYLINDER FIRE EXTINGUISHERS
- TWO SMOKE DETECTORS, ONE LPG DETECTOR AND ONE CARBON MONOXIDE DETECTOR
- NINE WORKSTATIONS, ERGONOMIC TASK CHAIRS
- EACH WORKSTATION TO HAVE 110 VOLT OUTLETS, VOICE AND DATA PLUGS(SEE PHONE DATA SPECIFICATIONS BELOW)
- NON-METALLIC RACEWAYS BELOW WORKSTATIONS
- TEN *APC MODEL #650* BACK-UP SYSTEM FOR ALL WORKSTATIONS. ONE *APC MODEL 700 SMART* BACK-UP SYSTEM FOR THE SERVER. MINIMUM OF HALF HOUR SHUT DOWN TIME
- *WILSONART* OVERHEAD CABINETS ABOVE WORKSTATIONS. DOOR FACES TO BE DRY ERASE WHITE BOARD
- *WILSONART* COUNTERTOPS WITH RUBBER EDGE MOLDING
- *WILSONART* OR EQUIVALENT CABINETS WITH POSITIVE SECURE LATCHES AND EUROPEAN HIDDEN HINGES
- 30,000 BTU FURNACE WITH ELECTRONIC IGNITION
- THREE 13,500 BTU ROOF AIR CONDITIONERS DUCTED THROUGH THE CEILING
- MINIMUM 15 LBS LPG GAS TANK (MANCHESTER TANK)
- BATHROOM WITH TOILET, MIRROR, SINK AND FAN WITH ROOF VENT WITH ALL NECESSARY PLUMBING AND FRESH WATER ACCESSORIES
- 6 GALLON HOT WATER HEATER OR EQUIVALENT
- *SHUREFLOW* PREMIER WATER PUMP
- 50 GALLON FRESH WATER TANK
- 40 GALLON GRAY/BLACK WATER HOLDING TANK

- ALL WIRING SHALL MEET OR EXCEED APPLICABLE N.E.C. AND CALIFORNIA STANDARDS
- SIX 12 VOLT CEILING MOUNTED LIGHTS
- THREE 110 VOLT 4 TUBE RECESSED CEILING MOUNTED FLOURESCENT LIGHT FIXTURES
- MINIMUM OF 14 110 VOLT ELECTRICAL OUTLETS EQUIPPED WITH GROUND FAULT INTERUPTER AS REQUIRED AND PLACED AS FLOOR PLAN DICTATES
- 55 AMP 220 VAC LOAD CENTER CONVERTOR
- 25 FOOT 50 AMP 200 VAC POWER CORD FOR SHORE POWER
- BUILT-IN 20" TELEVISION WITH SEPARATE VCR/DVD PLAYER
- ROOF MOUNT RETRACTIBLE ANTENNA
- HYDRAULIC LEVELING JACKS WITH ELECTRIC BACK-UP
- AM-FM CD STEREO IN DASH WITH 5 SPEAKERS
- STAINLESS STEEL, TWO COMPARTMENT SINK WITH GOOSENECK FAUCET EQUIPPED WITH FILTER
- 2.7 CUBIC FOOT 110 VOLT/PROPANE REFRIGERATOR
- UNDER CABINET COFFEE MAKER
- BUILT-IN MICROWAVE
- *APPROX. 2'X2' COMMUNICATION CLOSET FOR PHONE SYSTEM, PRINTER, HUB, TELULAR, ETC.*
- *IN FOCUS LIGHT PRO 725* PROJECTION SYSTEM WITH APPROXIMATELY 50"X50" ELECTRONIC PROJECTION SCREEN
- INTERIOR TO BE SEPARATED BY POCKET DOOR INTO TWO MAIN COMPARTMENTS CONSISTING OF COMPUTER/TRAINING/BATHROOM IN ONE AND CONFERENCE AND GALLEY IN THE OTHER
- APPROX. 7'X2' SLIDE OUT ROOM
- DRY ERASE BOARD IN SLIDE OUT
- *WILSONART* CONFERENCE ROOM TABLE WITH HINGED SIDES (EXACT SIZE TO BE DETERMINED) TO BE HARD WIRED FOR 110 VOLT OUTLETS VOICE AND DATA HOOK-UPS
- 4 ERGONOMIC TASKCHAIRS FOR CONFERENCE TABLE
- *WHELAN MODEL SA122* PROJECTOR SERIES SPEAKER
- *WHELAN MODEL 295HF100* ELECTRIC SIREN AND PA SYSTEM
- FOUR CORK BOARDS 18"x24" MOUNTED ABOVE WORKSTATIONS
- THREE SKYLIGHTS: ONE IN THE CONFERENCE AREA AND TWO IN THE TRAINING AREA AS SPACE ALLOWS

EXTERIOR SPECIFICATION

- FIBERGLASS EXTERIOR FINISH--POLAR WHITE TOP WITH GRAY LOWER PANEL
- REAR MUD FLAPS
- BATTERY CHARGING SYSTEM WITH WEATHERPROOF COVER
- SECURITY ALARM WITH MOTION SENSORS

- *HEHR INTERNATIONAL* ENTRY DOOR WITH DEAD BOLT AND SCREEN DOOR
- *KWIKEE* ELECTRONIC STEP
- ENTRY ASSIST HANDLE
- *THIN-LITE* EXTERIOR LIGHT ABOVE ENTRY DOOR
- SIX *KWIK RAZE MODEL KR1723* RECESSED MOUNTED 300 WATT HALOGEN SCENE LIGHTS
- *MODEL S-5003CAT13ADA* WHEELCHAIR LIFT WITH 42" DOOR
- LOCKABLE STORAGE CABINETS
- *A&E ONE TOUCH* AWNING ON PASSENGER SIDE (APPROXIMATELY 20 FEET)
- CLASS II QUALITY S TRAILER HITCH RECIVER WITH WIRING (7 WIRE)
- THREE *HEHR INTERNATIONAL* 20X24 WINDOWS
- *ALTA WINDOW FASHIONS* 1" ALUMINUM MINI-BLINDS TO FIT THREE 20X24 WINDOWS
- THREE *WILSONART* VALANCES TO FIT 20" WINDOWS
- *M&M MANUFACTURING* COMPARTMENT DOOR TO COVER KIOSK
- 25' 50 AMP SHORE POWER HOOK UP ON DRIVER SIDE OF THE VEHICLE
- *VELVAC MODEL 2025* POWER SIDE MIRRORS
- EXTERIOR GRAPHICS TO CUSTOMER SPECIFICATION. Cost not to exceed \$5,500.

PHONE DATA AND MEDIA (INCLUDE INSTALLATION AND PROGRAMMING)

- ELEVEN STANDARD DROPS
ONE CAT.5 VOICE CABLE;(TWO RJ-45 JACKS);TWO CAT .5 DATA CABLES (2RJ-45 JACKS)
- THREE STANDARD DROPS PLUS TELULAR
TWO CAT .5 VOICE CABLES (4RJ-45 JACKS)
TWO CAT .5 DATA CABLES (2RJ-45 JACKS)
- SIX QUAD SHIELD COAXIAL DROPS FOR MEDIA USE
- ONE 25 PAIR CABLE REMOTE TO EXTERIOR COMMUNICATIONS PANEL WITH TWO CAT .5 DATA CABLES
- ONE TELULAR PHONE CELL *SX4e TDMA 800* DUAL MODE
- ONE DUAL MODE CELL ANTENNA AND CABLE
- ONE 6X16 *NORTEL COMPACT ICS* TELEPHONE SYSTEM
- FOUR *NORTEL MODEL M7310* SYSTEM PHONES (10 BUTTON)
- ONE 3X5 AMPLIFIED VIDEO DISTRIBUTION HUB
- ONE MEDIA CENTER MODULATOR (QUAD INPUT)
- ONE AUDIO/VIDEO CABLE FOR MODULATOR (FOR THREE DEVICES)

ALL DROPS TO INCLUDE CABLE, FACEPLATES, JACKS, 66-VOICE BLOCKS, NETWORK PATCH PANELS AND BACKBOARD

5.2 WARRANTY OF ALL COMPONENTS/POST DELIVERY SUPPORT

PRICE SHALL INCLUDE all standard warranties available on all components. Alternate bid shall include extended warranty on engine/transmission and chassis.

5.3 PROGRESS AND DELIVERY SCHEDULE

- 5.31 A detailed progress schedule must be submitted with the bidder's response. Delivery of the MWDC must be no later than December 30, 2002. Delivery shall be Freight On Board (FOB), Riverside, CA. Please indicate freight charges on a separate line in your proposal.
- 5.32 A full description and copies of all warranty, maintenance, and service plan details must be submitted upon delivery.

VI. EVALUATION OF PROPOSALS

- 6.1 Determination of past performance shall be based on references for completion of similar projects. A list of references must be submitted with the bidder's response.
- 6.2 The proposed price for this project shall be reasonable and competitive without compromising the quality of the final product.
- 6.3 Selection of the successful bidder will be based on responsiveness to conditions of the RFP, apparent quality of product, proposed ability to meet time constraints for this project, demonstrated past performance, and price. Bidders must respond to each section of the RFP and provide a breakdown of each item described therein.
- 6.4 Bidders shall be required to attend a demonstration meeting as part of the final evaluation.

VII. APPEALS PROCESS AND PROCEDURES

Any bidder who disagrees with the decisions and funding recommendations of the Riverside County Economic Development Agency with regard to this RFP has the right of appeal. See **Attachment B** for the Procurement Appeal Process Policy and Procedure. Bidders not recommended for funding must file a written letter of appeal stating the reason(s) for their disagreement(s) with the decisions within five working days from the date of notification of the funding decision, to the following address:

Riverside County Economic Development Agency
Appeals Committee - Request for Proposal
1151 Spruce Street • Riverside, CA 92507
Attention: Jerry Craig, Workforce Development Administrator

VII. ATTACHMENTS

- A. Vendor Application with Certificates
- B. Procurement Appeal Process Policy and Procedure

C. Draft Floor Plan

Attachment A

Vendor Application

Date: _____

(Date should not be more than 30 days from the date of submission to EDA)

Name of Vendor: _____
(Full legal name of Vendor)

- New Vendor Application
- Renewal Vendor Application

By submitting and signing this application, the Vendor acknowledges that:

- a. Workforce Investment Act (WIA) and Welfare-to-Work (WtW) are federally-funded programs and an organization desiring to provide services under WIA and WtW must comply with federal, state and county regulatory requirements to be qualified to provide such services and to receive federal funding;
- b. they understand and accept the procedures, policies, sanctions, and rights contained herein;
- c. they acknowledge an understanding and acceptance to officially report any material changes to the information in this application to EDA within ten days of the change; and
- d. they acknowledge that information and certifications provided herein will become a part of any procurement award to the Vendor by EDA/WDB.

VENDOR'S CERTIFICATION

As an authorized representative of the Vendor, I hereby certify that all information provided herein and by attachment is true and correct to the best of my knowledge.

For the Vendor by: _____
(Signature)

Typed name of representative: _____

Title of representative: _____

Representative's complete address: _____

Representative's telephone: _____ Fax No. _____

Web URL: _____ Main E-Mail _____

For EDA use only. At Workforce Development Center Riverside: Contracts & Program Development Unit

Copy received on the ____ day of _____, 20____.

Received via (type of delivery): _____

By: (name) _____ (signature) _____

Note: Unless the Representative specifically indicates to the contrary, the Representative's address and telephone numbers appearing on the first page are conclusively presumed applicable for all EDA procurement policy and procedure purposed including notices.

1. PRIMARY CONTACTS (Primary contact person for matters concerning this application)

Name : _____ Title: _____ Telephone #: _____

2. AUTHORIZED PERSONS (List the names of all persons authorized to negotiate and sign official documents on behalf of the Vendor including this application, proposals, and contracts. You must indicate limitations on that authority at 2.D, if appropriate.)

A. Name: _____ Signature: _____

Title: _____

B. Name: _____ Signature: _____

Title: _____

C. Name: _____ Signature: _____

Title: _____

D. Comments
(optional): _____

3. ORGANIZATION TYPE The Vendor is: [Check all that apply.]

INSTRUCTIONS: When marked with * or †, attach a copy of your certificate of incorporation, certifications from other federal or state agencies, or other proof of legal status when applicable.

Private for-profit corporation* State of incorporation. _____ † Date: _____

Not-for-profit corporation* State of incorporation. _____ † Date: _____

Individual or sole proprietorship

Partnership

Public Agency [See special instructions for California Public Agencies on page 3.]

Women-owned business*†

Minority business enterprise*†

Faith Based Organization

Community-Based Organization (CBO)
[“CBO” as defined by WIA Act §101 (7)]

† Statutorily defined status certified by a federal or state agency. [Not approval factor]

‡ For a corporation not incorporated in California, submit proof of incorporation as a foreign corporation or other qualifications to do business in California.

If not applicable, check here and attach explanation.

If not qualified to do business in California, check here and attach explanation

If qualified to do business in California, check here and attach proof.

9. CERTIFICATION REGARDING LOBBYING

The following certification is specifically incorporated into any proposal or bid the Vendor has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

If you are unable to certify as follows, this application will be rejected.

CERTIFICATION

The Vendor certifies that -

- A No federally appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and 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 amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person or influencing or attempting to influence 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 Standard Form -LLL, "Disclosure Form to Report lobbying," in accordance with its instructions.
- C. The Vendor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loaned, and cooperative agreements) and that all Vendors shall certify and disclose accordingly.

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

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

10. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The certification set out below is a material representation of fact upon which reliance will be placed when Riverside County EDA determines to award a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contracts, or government-wide suspension or debarment.

CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.), the Vendor attests and certifies that the Vendor will provide a drug-free workplace by:

1. Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Vendor's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of any contract from Riverside County EDA be given a copy of the Statement required by paragraph (1);
4. Notifying the employee in the Statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the Statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying Riverside County EDA in writing within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. The notice shall include the identification of each affected contract;
6. Taking one of the following actions, within 30 calendar days after receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Vendor, if an individual, or the Vendor's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States, the laws of the State of California, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

11. AFFIDAVIT OF NON-COLLUSION

The following certification is specifically incorporated into any proposal or bid the Vendor has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

As used in the affidavit, the term "Proposer" shall mean the Vendor herein and shall include the term "bidder" used elsewhere in procurement notices, policies, procedures, and other issuances of Riverside County EDA.

AFFIDAVIT

The Proposer, or its duly authorized representative, does depose, say, and declare that this proposal is genuine and not a sham or collusion, not made in the interests or on behalf of any person or entity not herein named, and that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the Proposer has not, in any manner, sought by collusion to secure for itself an advantage over proposer.

The Vendor, if an individual, or the Vendor's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States and the laws of the State of California that this certification is true and correct.

For the Vendor by: _____(Signature) Date: _____

Print Name: _____ Title: _____

12. CERTIFICATION ON DEBARMENT AND SUSPENSION

Riverside County EDA is prohibited from making or permitting any awards at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs in accordance with the Department of Labor regulations at 29 CFR part 98.205.

The Vendor certifies that - * The Vendor is unable to certify that -

- A. neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any procurement transaction by a federal department or agency;
- B. it is prohibited from making subawards to any debarred, suspended, or otherwise ineligible entities; and
- C. that it will give immediate notice to EDA in the event the Vendor or any of its subawardees (including principals of either) becomes debarred, suspended or otherwise excluded or ineligible as described above.

For the Vendor by: _____(Signature) Date: _____

Print Name: _____ Title: _____

*If you are unable to certify to the above, you must attach an explanation as to the reason.

***If you fail to attach an explanation, this application automatically will be rejected.**

15. CERTIFICATION REGARDING NON-DISCRIMINATION

The Vendor recognizes that the County of Riverside, the Workforce Development Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications.

CERTIFICATION

The Vendor certifies that it does and will continue to comply with the prohibitions against discrimination:

- A. as provided by the provisions of Workforce Investment Act of 1998, 29 CFR Part 37.
- B. on the basis of age under the Age Discrimination Act of 1975;
- C. on the basis of disability under section 504 of the Rehabilitation Act of 1973;
- D. on the basis of sex under title IC of the Education Amendments of 1972;
- E. on the basis of race, color, or national origin under title VI, of the Civil Rights Act of 1964;
- F. on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief;
- G. on the basis of any disability under the Americans With Disabilities Act of 1990; and
- H. on the basis of any other characteristic or status prohibited by the laws of the United States, the State of California, and the County of Riverside.

For the Vendor by: _____(Signature) Date: _____

Print Name: _____ Title: _____

16. CERTIFICATION OF CHILD SUPPORT COMPLIANCE

The Vendor recognizes that the County of Riverside, the Workforce Development Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications.

CERTIFICATION

The Vendor certifies that in accordance with the Child Support Enforcement Act it does recognize and acknowledge:

- A. the importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Title 42, Chapter 7, Part D; and
- B. that to the best of its knowledge is fully complying with the earning assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

For the Vendor by: _____(Signature) Date: _____

Print Name: _____ Title: _____

Attachment B

Attachment C