



**GLENDALE COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSALS (RFP)**

**GCC CARES CUBICLE RENOVATION**

**NOTICE IS HEREBY GIVEN** that Glendale Community College District (“District”) is seeking qualified and experienced firms capable of providing modular interior wall systems for the Districts CARES program.

Respondents to the RFP should submit one (1) electronic copy, labeled “RFP CARES Cubicle Renovation,” to [purchasing@glendale.edu](mailto:purchasing@glendale.edu)

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON, Friday, September 27, 2024.**

Oral, telegraphic, facsimile, and/or telephone submissions will not be accepted.

Submittals received after this date and time will not be accepted. All submissions must be electronically submitted to [purchasing@glendale.edu](mailto:purchasing@glendale.edu). The email header must read: “ **RFP CARES Cubicle Renovation**”.

Questions regarding the RFP must be emailed to [purchasing@glendale.edu](mailto:purchasing@glendale.edu). The email header must read “RPF Q&A CARES Cubicle Renovation” by Friday, September 20, 2024.

Each Submittal must conform and be responsive to the requirements set forth in the RFP. District reserves the right to waive any informalities or irregularities in received Submittals. Further, District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for any portion of the services. District retains sole discretion to determine issues of compliance and to determine whether any Respondent is responsive, responsible, and qualified.



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**I. RFP RESPONSE SCHEDULE**

District reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE/TIME
Release of RFP	September 18, 2024
Deadline to receive written questions from Respondents	September 20, 2024 at 4:00 P.M.
Deadline for Submittals in response to RFP	September 27, 2024 at 2:00 P.M.
Anticipated Board Meeting for Award	October 15, 2024

**II. BACKGROUND**

The Board of Trustees of the Glendale Area Community College District governs the Glendale City College (“District College”), which serves the needs of the people in the Glendale Union High School District, including La Crescenta, Glendale, and Tujunga. to empower students to transform their lives by achieving their economic, educational, career, and life goals through our instructional programs, student services, and community partnerships.

**III. DISTRICT MODIFICATIONS TO RFP**

The District expressly reserves the right to modify any portion of this RFP before the latest date/time for submission of RFP Responses, including, without limitation, the cancellation of this RFP. Modifications, if any, made by the District to the RFP will be in writing; potential Respondents who have obtained this RFP from the District before the written addenda will issue any such modifications or changes to the RFP.

District is seeking experienced and proven firms to provide Insurance Broker Services for International Students. This RFP explains the services sought and generally outlines the requirements.

**IV. RFP RESPONSE CONTENT / FORMAT**

All materials submitted in response to this RFP shall be on 8 ½” x 11” paper, in portrait orientation. All submitted materials must be bound in a three-ring binder or spiral-bound notebook. Tabbed dividers should be used to identify and separate discrete sections as listed in the Scope of Services, Section V.

Additional Materials: Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in Section V. If a Respondent elects to submit materials with its RFP Response which are in addition to the matters described in Section V below, the Respondent shall separately bind all such additional materials from the RFP Response addressing the matters outlined in Section V.



**RFP Response:** Each respondent shall submit an electronic submission only to [purchasing@glendale.edu](mailto:purchasing@glendale.edu). The email header must read: “RFP CARES Cubicle Renovation.”

**Format and Organization:** Each RFP Response must conform to the following organizational format and include the contents described below. Failure of a Respondent to submit its RFP Response in a format and with contents conforming to the following requirements will be a basis for the District’s rejection of such RFP Response for nonresponsiveness.

**Cover Sheet:** Identify the submittal as the RFP Response to this RFP and an identification of the firm submitting the RFP Response along with the firm’s address, telephone/fax numbers and email addresses of the firm’s principal contacts in connection with this RFP or the RFP Response.

**Letter of Interest:** Include a brief letter expressing the interest of the Respondent in providing FMP Services and a brief statement of the qualifications of the Respondent to provide the FMP services. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFP. The letter of interest should be bound with other materials responding to this RFP.

**Table of Contents:** Include a Table of Contents reflecting the Respondent’s responses to each item set forth in this RFP.

**Relevant Experience:** Provide the firm’s experience and qualifications for similar types of work in the past

**Insurance Certificates:** Provide copies of Certificates of Insurance for the Respondent; required Certificates of Insurance and minimum coverage amounts for each insurance policy are as set forth below.

<b>Policy of Insurance</b>	<b>Minimum Coverage Amount</b>
Workers Compensation	In accordance with law
Employers Liability	One Million Dollars (\$1,000,000)
Commercial General Liability	One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate
Combined Single Limit Automobile Liability	One Million Dollars (\$1,000,000)
Professional Liability	One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate

Price Proposal: Provide a detailed quote/proposal for the services and equipment/items listed in Section V., including any access to purchasing groups that the District has.

## **V. SCOPE OF SERVICES**

The firm selected based on this RFP process must be capable of providing Modular Interior Wall Systems as per the scope noted below and the architectural drawings.

### **Section 1**

#### **1.1 Summary**

Product section Includes: Prefabricated demountable (relocatable) modular wall systems, including but not limited to:

- 2.1 Acceptable manufacturer – Metwall Design Solutions Inc.
- 2.2 Demountable Room in Room (Relocatable) system
- 2.3 Universal Structural wall framing system
- 2.4 ST-200 Double glazed wall
- 2.5 ST-300 Series Solid wall
- 2.6 Universal door frame
- 2.7 ST-440 Series Swing doors
- 2.8 Electrical components and characteristics
- 2.9 Finishes

#### **1.2 Submittals**

Product Data: Manufacturer's data sheets on each product to be used, including:

- A. The basis for all bids in this section shall be Metwall, as manufactured by Metwall Design Solutions Inc. Other wall systems that meet these criteria may bid, providing that all applicable product specifications are. This submission clearly outlines areas of compliance and failure to comply with the function and performance specified. An addendum issued by the architect will indicate approval.
- B. Submit detailed shop drawings, showing all elements of the system, including fabrication and installation details, fastenings, accessories, types of material and finishes
- C. Shop drawings to include product reference details to link individual wall components to factory orders and packing lists.
- D. Product certification of compliance with specified performance characteristics and criteria
- E. Manufacturer's installation and assembly instructions
- F. Warranty documents as specified

G. Maintenance data

### **1.3 Delivery, Handling, and Storage**

A. Deliver wall components crated to provide protection during transit.

B. Installation shall not commence until the building is enclosed and climate-controlled and finishing operations, including adjacent walls, ceiling (including lighting, sprinklers, and HVAC), floor-covering, and painting, are complete.

C. Demountable (Relocatable) wall installer to inspect partition components upon delivery for damage. Minor damages may be repaired provided the finished items are equal in all respects to new work and acceptable to the owner's representative. Remove and replace damaged items as described.

C. It shall be the responsibility of the wall supplier to properly package all components

D. for storage and define storage program to be provided on-site by General Contractor at no charge to ensure product performance.

E. Demountable (Relocatable) wall components shall be tagged and labeled with identification numbers corresponding to product reference numbers as called out on shop drawings.

### **1.5 Warranty**

A. Submit the manufacturer's standard warranty document. The product shall be covered under a limited lifetime warranty.

## **Section 2 - Product**

### **2.1 Acceptable Manufacturers.**

A. Metwall Design Solutions Inc.

### **2.2 Demountable Room in Room (Relocatable) System**

A. Demountable (Relocatable), non-progressive, Room in Room System capable of four direction lateral expansion with reusable components.

1. Technical vertical columns and perimetral beams shall be made of anodized aluminum extrusions 3 5/8"x 3 5/8" (92mmx92mm) with natural finish. Should include technical clip-on cover on all four sides or where needed, finished in powder coat as well as anodize and natural veneer wrapped finish. Final thickness of room in room technical column with clip-on covers 3 31/32" (100mm).

2. Shall include horizontal cross beams between the technical perimetral beams to give structural support as well as integrated power, data and lighting.

3. Wall Thickness: 3 31/32" (100mm) nominal

4. Wall height: As noted on drawings

5. Vertical and horizontal joinery: 5/16" reveal or as specified on drawings
6. Shall have the capability to integrate the following:
  - a. Ceiling tiles of any material including perforated steel, aluminum and mineral wool
  - b. Air renovation system
  - c. Low voltage LED Lighting
  - d. HVAC vents and fire suppression systems
  - e. Light switches, data and power outlets
7. Utility Wireways: Provide access through structural framing, junctions, end conditions and utility panels.

**B. Performance Requirements**

- a. Solid painted wall assemblies to have a Class-A rating in accordance with ASTM E84-97a "Standard Method for Surface Characteristics of Building Materials".
  - b. All solid and framed glass systems are in compliance with ASTM E 72 "Standard Test Methods of Conducting Strength Tests of Panels for Building Construction".
  - c. Solid wall sound attenuation capabilities will range from a minimum (requiring no field additive insulation or gaskets) of 42 STC to a maximum STC level of 50
  - d. Glazed wall sound attenuation capabilities will range from a minimum of 36 STC to a maximum STC level of 41 for single glazed construction and will range from a minimum of 44 STC to a maximum STC level of 50 for double glazed construction.
  - e. Solid wall units will support a maximum load of 331 pounds per linear foot per side in compliance with ANSI/BIFMAX5.6
- C. Solid skins and glass frames shall be vertically oriented up to 120" high or landscape oriented up to 120" wide
- D. Vertically-oriented skins and glass frames shall be a maximum of 60" wide. Landscape-oriented skins and glass frames shall be a maximum of 60" high
- E. Design must permit extension in two, three or four-way conditions without removal of adjacent panels or floor track
- F. All solid and fabric skins shall be capable of field cutting to accommodate end filler conditions or other modifications to the overall partition length
- G. The system shall provide no less than 3" vertical adjustment (+/-1½ ") in overall height to accommodate floor and ceiling irregularities, allowing for a maximum of +/- 1" at the floor and +/- 1" at the ceiling channel, including wall assemblies, doors, and door frames.

**2.3 Universal Structural Wall Framing System**

- A. The universal structural wall framing system shall be used in ALL Metwall solutions,

to give internal structural support and interchangeability flexibility of Metwall multiple options, to mention a few solutions: ST-001 framed glass series, ST-100 single glaze, ST-200 double glaze, ST-201, ST-300 solid wall series, ST-400 swing doors series, and ST-500 sliding door series

B. Steel structure shall be composed of C channel ceiling track made of roll formed steel with a powder coat finish paint, Steel Grade quality (B-02) dimensions 27x58mm (1 1/16" x 2 9/32") with hole cutouts for electrical and data pass-through, and notches for positioning vertical telescopic support every 50mm (1 31/32").

C. Vertical telescopic support shall be composed of roll formed galvanized steel Grade quality (B-02) dimension 58x20mm (2 9/32" x 25/32") with cutout holes for electrical and data pass-through and double longitudinal notches to receive mounting clamp every 32mm (1 1/4") according to the DIN Standard for the quick coupling of metal fittings to clip panels and framed glass

D. The vertical telescopic support shall be composed of a lower telescopic leveler with 60mm (2 3/8") leveling and a superior telescopic extension to absorb height differences up to 150mm (5 29/32").

E. Metal fittings (horizontal clamp) should be included to fasten the horizontal supports to the vertical telescopic support.

F. The steel structure shall be covered with 2mm (5/64") polyethylene foam tape in all support areas, C channel ceiling track, and vertical telescopic support for soundproofing.

#### **2.4 ST-200 Double Glazed Glass Wall**

A. Double glaze glass wall shall be composed of a steel universal structural wall framing system that doesn't require any type fasteners for assembly.

B. Internal structure shall be composed of C channel ceiling track made of roll formed steel with a powder coat finish paint, Steel Grade quality (B-02) dimensions 27x58mm (1 1/16" x 2 9/32") with hole cutouts for electrical and data pass-through, and notches for positioning vertical telescopic support every 50mm (1 31/32").

C. Internal vertical telescopic support shall be composed of roll formed galvanize steel Grade quality (B-02) dimension 58x20mm (2 9/32" x 25/32") with cutout holes for electrical and data pass-through and double longitudinal notches to receive mounting clamp every 32mm (1 1/4") according to the DIN Standard for the quick coupling of metal fittings to clip panels and framed glass

D. Shall Include metal fittings (horizontal clamp) for fastening the horizontal supports to the vertical telescopic support.

E. The steel structure shall be covered with 2mm (5/64") polyethylene foam tape in all support areas, C channel ceiling track, and vertical telescopic support for

soundproofing.

- F. Vertical and top horizontal profiles shall be made of anodize aluminum optional powder coat and natural oak veneer finish dimensions 19x100mm (3/4" x 3 31/32") are mounted on the steel structure with an opening for fitting glass 3/8" or 1/2' thick. Includes a removable clip-on aluminum trim cap to cover the mounting system.
- G. Bottom profiles shall be made of anodized aluminum optional powder coat and natural oak veneer finish dimensions 19x100mm (3/4"x 3 31/32"). Includes a removable clip-on aluminum trim cap to cover mounting system.
- H. Profiles shall include a quick fixation tab system with rubber gasket to retain the glass. A shim leveling system also included for a perfect leveling of the glass.
- I. Glazing joints of glass VHP tape 1.5mm (1/16mm) thick

## **2.5 ST-300 Series Solid Demountable Walls**

- A. Solid demountable wall shall be composed of a steel universal structural wall framing system that doesn't require any type fasteners for assembly.
- B. Internal structure shall be composed of C channel ceiling track made of roll formed steel with a powder coat finish paint, Steel Grade quality (B-02) dimensions 27x58mm (1 1/16" x 2 9/32") with hole cutouts for electrical and data pass-through, and notches for positioning vertical telescopic support every 50mm (1 31/32").
- C. Internal vertical telescopic support shall be composed of roll formed galvanize steel Grade quality (B-02) dimension 58x20mm (2 9/32" x 25/32") with cutout holes for electrical and data pass-through and double longitudinal notches to receive mounting clamp every 32mm (1 1/4") according to the DIN Standard for the quick coupling of metal fittings to clip panels and framed glass
- D. The vertical telescopic support shall be composed of a lower telescopic leveler with 60mm (2 3/8") leveling and a superior telescopic extension to absorb height differences up to 150mm (5 29/32").
- E. Metal fittings (horizontal clamp) should be included to fasten the horizontal supports to the vertical telescopic support.
- F. The steel structure shall be covered with a 2mm (5/64") polyethylene foam tape in all support areas, C channel ceiling track and vertical telescopic support for sound proofing.
- G. Solid skin shall be total thickness 3/4" made of particle board or MDF substrate, with surfaces TFL or HPL, veneer, fabric wrapped, powder coat painted steel, solid surface, vinyl, PVC's and acoustic panels.
- H. Solid wall shall have the flexibility to accommodate a floor-to-ceiling solid skin panel

on each side of the wall or have individual solid skin tiles with vertical increments every 32mm (1 1/4").

- I. Shall be ready to accommodate Markerboard skins HPL high gloss dry-erase surface or magnetic dry-erase surfaces
- J. Glass markerboards shall be made of 1/4" glass framed glass. Color back painted to specification.
- K. Monitor or TV mounted inside wall shall have clipped-on framed back painted 1/4" glass for easy accessibility.
- L. Solid skins shall be interchangeable with glass frames of equal sizes and vice versa
- M. Solid skins shall be removable for access to the wall cavity to facilitate electrical & data installation
- N. Shall provide an option to integrate a vertical solid wall inserted into a glazed glass wall surrounding a solid wall, allowing light between spaces.

## **2.6 Universal door frame**

- A. Universal door frame shall have the flexibility to accommodate all Metwall door options without any modification on the frame.
- B. Internal vertical telescopic support shall be composed of roll-formed galvanized steel Grade quality (B-02) dimension 58x20mm (2 9/32" x 25/32") with cutout holes for electrical and data pass-through and double longitudinal notches to receive mounting clamp every 32mm (1 1/4") according to the DIN Standard for the quick coupling of metal fittings to clip panels and framed glass
- C. Internal steel structure composed of C channel ceiling track made of roll form steel with a powder coat finish paint, Steel Grade quality (B-02) dimensions 27x58mm (1 1/16" x 2 9/32") with hole cutouts for electrical and data pass-through, and notches for positioning vertical telescopic support every 50mm (1 31/32").
- D. The vertical telescopic support is composed of a lower telescopic leveler with 60mm (2 23/64") leveling and a superior telescopic extension to absorb height differences up to 150mm (5 29/32").
- E. The steel structure is covered with 2mm (5/64") polyethylene foam tape in all support areas, a C channel ceiling track, and vertical telescopic support for soundproofing.
- F. Two vertical and top horizontal profiles: 19x100mm (3/4" x 3 31/32") anodized aluminum or powder coat and natural oak veneer finish profiles are mounted on the steel structure.
- G. Two Vertical and top horizontal profiles shall include door seal gasket allowing the door to seal in all three (3) sides.

- H. The door frame shall be universal for all types of doors
- I. Door frame shall include steel splice plates to receive hinge screws
- J. Shall have optional electric strike and capability to wire inside the structural steel frame system
- K. Shall have the option to incorporate inside the top door frame a concealed self-closing sliding mechanism.
- L. Door hinges shall include ball bearings. Each door shall have a minimum of 3 hinges and 4 hinges for 10ft tall doors. Each hinge shall have a minimum load capacity of 265 lb.

### **2.7 ST-440 Series Swing Doors**

- A. ST-440 – Double glass aluminum framed door 100mm (3 15/16”) thick x 60mm (2 3/8”) profile. 1/4” tempered glass on each side glued to the door frame, achieving a flush visual look to glass or solid wall. Mortise European interchangeable key lock core and includes (2) two drop seals. Optional locking mechanism UL listed mortise lock cylinder and core to receive SFIC or LFIC type cores. Optional concealed self-closer.

### **2.8 Electrical Components and Characteristics**

- A. Relocatable wall construction shall allow for field installation of modular and/or hardwired electrical components.
- B. If specified, modular power shall be furnished under this section and shall include:
  - 1. UL 183 4-circuit, 8-wire prefabricated/pre-wired power distribution system.
  - 2. The modular power system shall be comprised of power blocks, receptacles, power harnesses and infeed's.
  - 3. Modular power system shall be powered by using either a floor infeed, top infeed, or power harness.
  - 4. The modular power block shall provide for the insertion of receptacles of either the same or different circuits.
  - 5. Modular power components will allow for modular electrical receptacles, such that the circuit assignment for any termination can be easily changed by exchanging modular receptacles.

### **2.9 Finishes**

- A. Standard and custom color options are available for all components.
- B. Panel finishes will be selected from the manufacturer's standard offerings or the available custom finishes.

## **Part 3 – Execution**

Maintenance Data: Submit maintenance data and maintenance manual for the project's operations. Include finishes for exposed trim, glass, and accessories. Include cleaning instructions to avoid cleaning materials and methods that could be detrimental to the finishes and performance of the product.

### **3.1 Quality Assurance**

- A. Manufacturing. A single manufacturer will supply all primary products specified in this section with a minimum of ten years of experience.
  - a. Source Limitations. Obtain demountable partitions through one source from a single manufacturer, including extrusions, aluminum, hardware, and glazing.
- B. Installer Qualifications. Products listed in this section are to be installed by a single installer with a minimum of three years of experience installing products of the same type and scope as specified.
- C. Certified Wood. Materials shall be produced from wood obtained from forests certified by an FSC-accredited certification body that complies with "FSC STD-01-001 or FSC Principles and Criteria for Forest Stewardship."
- D. Preinstallation Conference. Conduct a conference at the Project site to comply with requirements upon award. Date to be determined upon award.

### **3.1 Project Conditions**

- A. Environmental Limitations: Maintain environmental conditions (temperature, humidity, and ventilation) within the limits recommended by the manufacturer for optimum results. Do not install products under environmental conditions outside of the manufacturer's recommended limits.
- B. Field Measurements: Indicate measurements on Shop Drawings.
- C. Coordination of Work: Coordinate the layout and installation of demountable partition components with other units of work. Installation of ceilings, floor coverings, lighting fixtures, HVAC equipment, and fire-suppression systems should be completed before the demountable partitions are installed.

### **3.2 Maintenance**

- A. Submit maintenance data and maintenance manual for the project's operations. Include finishes for exposed trim, glass and accessories. Include cleaning instructions to avoid cleaning materials and methods that could be detrimental to the finishes and performance of the product.

### **3.3 Examination**

- A. Examine substrates to ensure compliance with installation requirements. Proceed with installation only after unsatisfactory conditions have been corrected.

- C. If substrate preparation is the responsibility of another installer, notify the Architect of unsatisfactory preparation before proceeding.
- D. Repair products damaged during installation. Replace products that cannot be successfully repaired.

### **3.5 Preparation**

- A. Coordinate with other trades to ensure proper installation.
- B. Ensure all surfaces are clean and free of debris before installation.

### **3.6 Installation**

- A. Install demountable partitions and accessory products in accordance with the manufacturer's instructions, approved submittals, and, where applicable, approved designs for performance-rated partitions.
- B. Install rigid, plumb, with horizontal lines leveled, neat appearance, and defects-free. Install products in a proper relationship with adjacent construction.
- C. Layout partition centerlines on ceiling and floor. Use the manufacturer's centerline markers to ensure proper installation.
- D. Extend partitions from floor to finished ceiling except where otherwise indicated.
- E. Secure partitions to floor and ceiling.
- F. Use the manufacturer's recommended tools for on-site fabrication and cutting.
- G. Repair products damaged during installation. Replace products that cannot be successfully repaired.

### **3.7 Field Quality Control**

- A. Inspect installed wall systems for alignment, level, and overall appearance.
- B. Verify proper operation of doors, accessories, and integrated systems.

### **3.8 Protection**

- A. Protect installed walls from damage during construction and finishing operations.
- B. Repair or replace any damaged components before project completion.

### **3.9. Adjusting**

- A. Adjust doors and hardware to produce a smooth operation and a tight, uniform fit. Adjust door closers to required timing and force. Adjust latches and locks for a smooth operation.
- B. Test and adjust hardware linked to access control system.

### **3.10 Cleaning and Protection**

- A. Clean demountable partitions as recommended by the manufacturer.
- B. Protect installed products until completion of project. Touch-up, repair, or replace damaged products before Substantial Completion.

### **4.0 Attachment:**

- 1. Architectural Drawings and Specifications

## **VI. SELECTION CRITERIA**

General: Each member of the evaluation panel will independently review each timely submitted RFP Response. A response that does not comply with the requirements of this RFP will be rejected for non-responsiveness.

District Policy: It is the policy of the District that the selection of firms to provide professional services for the District be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District. Accordingly, award of the FMP Agreement is not based solely on proposed pricing for completion of FMP Services.

Evaluation Criteria: The following set forth the criteria by which each RFP Response will be evaluated. The District and the Evaluation Panel reserve the right to exercise discretion in the weight and priority of the evaluation criteria.

- 1. Relevant Experience and Ability
  - a. The Respondent and its proposed personnel will be evaluated based on experience in successfully completing FMP services for other California community college districts.
- 2. Responsiveness to RFP Requirements
  - a. The District will evaluate the Respondent's responsiveness to the requirements of this RFP as outlined in the RFP.
  - b. relationships with other consultants.
- 3. Availability
  - a. The District will evaluate the availability of the Respondent and its proposed personnel to be dedicated to completing requested service
- 4. Proposed Pricing
  - a. The District will evaluate the pricing proposed for completion of the requested services

## **VII. LIMITATIONS**

This RFP is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFP. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFP, if at all, is at sole discretion of District.



award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFP.

Submittals and any other supporting materials submitted to District in response to this RFP will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

#### **VIII. FULL OPPORTUNITY**

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. District also affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFP.

#### **IX. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

#### **X. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES**

Depending upon the scope of work, Respondent may be required to assist District in working with various outside governmental agencies, including but not limited to, the following as applicable: California Community Colleges Chancellor’s Office, City or County Planning Commissions and Departments, the Department of Toxic Substance Control (“DTSC”), the regional air quality control district, the State and regional water quality control boards, the Department of General Services, DSA, including DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, the State Fire Marshal and any regulatory office or agency that has authority for review and



supervision of community college district construction projects. Respondent shall discuss its relevant experience with these agencies.

Respondent shall secure all applicable permits, licensing, and approvals, and coordinate all tasks with various parties to ensure timely performance and fulfillment of its duties as described in this Request for Proposal. Tasks include but not limited to:

Respondent shall provide the following services, all to be provided consistent with past practices and on a commercially reasonable basis:

The selected Respondent must be capable of performing the full Scope of Services set forth in this Section III. to the District for Insurance Broker Services, which is distributed with this RFP and incorporated herein by this reference. The exact scope of services and contribution to the District, however, will be negotiated with the selected firm and finalized in any resulting contract.

## **XI. FORM OF AGREEMENT**

Respondent must be capable of executing and performing in accordance with District's form of Agreement for Insurance Broker Services ("Agreement"), which is distributed with this RFP as Attachment A and incorporated herein by this reference. Any proposed changes to the form of Agreement must be identified in Respondent's Submittal; undisclosed change requests may not be entertained.

## **XII. ADDITIONAL REQUIREMENTS**

1. **Required Documents for Complete and Responsive Proposal:** All documents requested by the District are required to be submitted completely and accurately to be considered a responsive proposal. The required documents are addressed in the Required Submittals and Evaluation Criteria section of this RFP document. Please refer to the Required Submittals and Evaluation Criteria for more information.
2. **Preparation of Proposals:** No proposal will be considered unless;
  - a. Firms/Individuals submitting a proposal must attend the Mandatory Pre-Proposal Conference and sign-in on the attendance log for their proposal to be considered (if applicable). Respondents submitting proposals without having attended the Mandatory Pre-Proposal Conference (and having signed in) will have their proposals rejected as non-responsive (if applicable). **There is no Pre-Proposal Conference for this RFP.**
  - b. Proposals are submitted on the form(s) furnished. All proposals must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections entered adjacent and must be initialed in ink by the person signing the bid. Bid on each item and each part of each item separately and not in combination with other items, unless otherwise specified. In case of a discrepancy between the unit price and the extension, the unit price will

be considered as correct. Bid extensions and totals must be computed where applicable. The bid must be signed in ink by a representative authorized to bind the company.

- c. All confidential and/or proprietary information contained in the proposal must be clearly marked "CONFIDENTIAL."
3. **Proposal Submittal:** The proposal must be received by email to the [purchasing@glendale.edu](mailto:purchasing@glendale.edu) by the by the Deadline for Submission of Proposals described in Section I. RFP Response Schedule.
4. **Proposal Withdrawal:** Proposals submitted to and received by the Purchasing and Contract Services office prior to the deadline for proposals submission may be withdrawn in person or by emailing: Rocio Maldonado, [purchasing@glendale.edu](mailto:purchasing@glendale.edu) however, once the deadline for proposal submissions has passed, no proposals can be withdrawn.
5. **Cost of Proposal Preparation:** Cost of preparing the response to this Request for Proposal is solely the responsibility of the Respondent.
6. **Request for Clarification/Information:** Requests for clarification or information submittal deadline is: **Friday, September 20, 2024 – 4:00 PM Pacific** via email to [purchasing@glendale.edu](mailto:purchasing@glendale.edu) No other RFC/RFI submission method will be accepted.  
All addenda so issued shall become part of the contract documents. Under no circumstances may the Respondent contact faculty, staff, administrators, members of the evaluation team, the using departments/divisions, or members of the Board of Trustees. If a prior relationship exists between Respondent and District, Respondent may only discuss matters for which the Respondent is contracted. Failure to comply with this provision may deem Respondent's proposal non-responsive.
7. **Conduct:** During the course of this Request for Proposal process, prospective vendors are not permitted to contact any Glendale Community College District employee or member of the Governing Board unless at the request of

District's designated contact person found on the title page of this RFP or to fulfill pre-existing contractual obligations.

1. **Compliance with Specifications/Proposal:** All services to be furnished under this Request for Proposal shall be subject to performance evaluation and rejection by the District for non-performance or non-compliance with the specifications. If individual/firm awarded a contract fails to meet the specifications of the accepted proposal, the District shall at its option, terminate the contract entered into with the Respondent, either in whole or in part, and enter into a new contract in accordance with law for furnishing such article so agreed to be furnished. Services not meeting the specifications of the awarded contract may be rejected.
2. **Responsive Proposal/Responsible Respondent:** A "responsive proposal" is a proposal, which meets all the terms, conditions and specifications of the Request for Proposal. A "responsible respondent" is a Respondent who has the financial resources, personnel, facilities, integrity, and overall capability to complete the contract successfully.
3. **Respondent's Representative:** The successful Respondent shall appoint a representative to act as a liaison between the Respondent and the District. This representative shall have the authority to make binding decisions for the Respondent. The representative's name and telephone number shall be provided to the District after notification of award of the contract. Respondent must respond within reasonable time to requests made by the District.
4. **Addenda:** Responses to written questions for clarification or revisions to proposal specifications will be communicated by the issuance of a Request for Proposal addendum addressing the nature of the change. Addenda will be posted on the District's Business Services website, <https://www.glendale.edu/about-gcc/faculty-and-staff/administrative-services-department/business-services/bids-current>. If addenda is released, Respondent must submit a signed Acknowledgment of Addenda form and return with the completed proposal.

The effect of all addenda to the RFP documents shall be considered in the proposal, and said addenda shall be made part of the RFP documents and shall be returned with them. Before submitting a proposal each Respondent shall ascertain whether or not any addenda have been issued. Failure to include any such addenda in Respondent's proposal may render the proposal invalid and result in its rejection.



Respondents are primarily and ultimately responsible for ensuring that they have received any and all Addenda.

5. **Basis of Award:** The District, at its discretion, shall award one (1) or more contracts to the Respondent (s) providing the best overall value to the District.
6. **Previous Performance:** References from organizations will be required. Their past performance and experiences with the Respondent(s) may affect scores during evaluation. Similarly, if the Respondent has provided services to the District in the past, these experiences and previous performance may also affect the Respondent's score positively or negatively.
7. **Contract Award:** The District's intention is to solely award one (1) respondent pertaining to this RFP, with no additional contract or project commitments.
8. **Proposal Protest Procedure:** Any Respondent may file a proposal protest. The protest shall be filed in writing with the District not more than five (5) business days after the date of the Notice of Intent to Award. An e-mail address shall be provided and by filing the protest, protesting Respondent consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based. To file a protest, please e-mail, Rocio Maldonado, Interim Director of Business Services, at [rmaldonado@glendale.edu](mailto:rmaldonado@glendale.edu).

**Resolution of Proposal Controversy.** Once the proposal protest is received, the apparent most advantageous and responsible Respondent will be notified of the protest and the evidence presented. If appropriate, the apparent most advantageous and responsible Respondent will be given an opportunity to rebut the evidence and present evidence that the apparent most advantageous and responsible Respondent should be allowed to perform the work. If deemed appropriate by the District, an informal hearing will be held. District will issue a



written decision within fifteen (15) calendar days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the proposal protest will be copied to all parties involved in the protest.

**Appeal.** If the protesting Respondent or the apparent most advantageous and responsible Respondent is not satisfied with the decision, the matter may be appealed to the Interim Director Business Services, or designee, within three (3) business days after receipt of the District's written decision on the proposal protest. The appeal must be in writing and sent via email to [rmaldonado@glendale.edu](mailto:rmaldonado@glendale.edu)

**Appeal Review.** The Executive Director of Business Services, or designee, shall review the decision on the proposal protest and issue a written response to the appeal, or if appropriate, appoint a Hearing Office to conduct a hearing and issue a written decision. The written decision of the Interim Director of Business Services, or designee, or the Hearing Officer shall be rendered within fifteen (15) calendar days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further Appeals.

**Reservation of Rights to Proceed with Project Pending Appeal.** The District reserves the right to proceed to award the Contract for the Project and commence services pending an Appeal. If there is a critical completion deadline, the District may choose to shorten the time limits set forth in this Section due to the urgency of proceeding with work if written notice is provided to the protesting party. E-mailed notice shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

**Finality.** Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Respondent's administrative remedies.

9. **Pandemic(s), including COVID-19, Required Procedures:** All staff operating on the District's campus by the Awarded Respondent must adhere to same standards and procedures as District faculty and staff in regards to any Covid Guidelines and Conditions, including but not limited to monthly Covid Testing, daily Covid screening/self-monitoring, and temperature checks, etc. They must also adhere to any State and Federal Regulations, including the regulations and requirements issued by the Los Angeles County Health Department.
10. **Campus Closure/Shutdown to the Public Due to Pandemic(s), including COVID-19:** In the event of a campus closure to the general public, the Awarded Respondent may still be responsible for other fees, etc. during this time.
11. **Audit:** At the discretion of the District, the District may elect to audit the Awarded Respondent's records, including financial documents. The Awarded Respondent agrees to cooperate with the District and obtain and deliver any pertinent record, within three (3) business days, for the District to review.

## II. LIMITATIONS

This RFP is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFP. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFP, if at all, is at sole discretion of District.

District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFP.

Submittals and any other supporting materials submitted to District in response to this RFP will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to Michaelis, Montanari, & Johnson v. Superior Court (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.



### **III. FULL OPPORTUNITY**

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. District also affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFP.

### **IV. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens’ Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

### **V. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES**

Depending upon the scope of work, Respondent may be required to assist District in working with various outside governmental agencies, including but not limited to, the following as applicable: California Community Colleges Chancellor’s Office, City or County Planning Commissions and Departments, the Department of Toxic Substance Control (“DTSC”), the regional air quality control district, the State and regional water quality control boards, the Department of General Services, DSA, including DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, the State Fire Marshal and any regulatory office or agency that has authority for review and supervision of community college district construction projects. Respondent shall discuss its relevant experience with these agencies.

## VI. SUBMITTAL REQUIREMENTS

### A. Format

Respondents to this RFP must submit all of their materials electronically to [purchasing@glendale.edu](mailto:purchasing@glendale.edu). No external links will be evaluated. Submittals containing more than the authorized number of pages may affect scoring negatively.

### B. Content

#### 1. Table of Contents

Please include a table of contents with the proposal.

#### 2. Cover Letter

Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

Include in the cover letter all of the following:

- Brief description of why Respondent is well suited for, and can meet, District's needs.
- Identification of individual(s) who are authorized to speak for Respondent during the evaluation process.
- One (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Agreement for Insurance Broker Services ("Agreement") attached as Attachment A to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of District's form of Agreement for Insurance Broker Services ("Agreement") attached as Attachment A to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, all of which are identified in the Appendix to this Submittal."

A copy of District's form of Agreement is attached to this RFP as Attachment A. To the extent Respondent has any objections to the form Agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. District will not entertain unidentified objections or vaguely described objections during any contract negotiation. Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.

- Certification that no official or employee of District, nor any business entity in which an official of District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to District.
- Certification that no official or employee of Respondent has ever been convicted of an ethics violation.
- Evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
- Above the signature(s), the following language: "By virtue of submission, [INSERT RESPONDENT'S NAME] declares that all information provided in the Submittal is true and correct."

### **3. Business Information**

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number (if applicable).
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of Respondent, including number of years Respondent has been in business and date established under this name.
- Number of employees.
- Location of office where the bulk of services solicited will be performed.
- State of California certification of Small Business or Disabled Veteran Business Enterprise status, if any.

- How subconsultants are generally used by your firm and to what extent work is performed in-house versus by subconsultant(s).

#### **4. Proposed Response**

- Respondent must present a proposed method of satisfying each of the tasks/requirements specified in the Scope of Work; the narrative must directly reference the task number in the Scope of Work;
- Please provide the resumes of key personnel assigned to the project;
- Provide the firm's experience and qualifications for similar types of work in the past

#### **5. Fee/Cost Proposal**

- Respondent shall include a price proposal specifically reflecting the cost/fee for each of the categories of coverage from Section II and Section III of this RFP that the Respondent is able to offer or provide.

#### **6. Appendix**

Shall include:

- Attachment A: Completed and Executed Proposal Signature Form
- Attachment B: Completed and Executed Reference Form
- Attachment C: Completed and Executed Non-Collusion Declaration
- Attachment D: Completed and Executed Exceptions to Agreement Form
- Attachment E: Completed and Executed Minority Participation Form
- Attachment F: Completed and Executed Drug-Free Workplace Certification
- Attachment G: Relevant Business Licenses and Permits
- Completed W-9 Form, available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Can be included with initial submission or must be submitted at time of award, if/when awarded.
- Certificate(s) of Insurance matching District's requirements. Can be included with initial submission or must be submitted at time of award, if/when awarded.

## **XII. SELECTION PROCESS**

### **A. Selection Criteria**

Each Submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. District retains sole discretion to determine issues of compliance and to determine whether a Respondent is responsive,



responsible, and qualified. District may elect to conduct interviews with some or all of Respondents.

The District's evaluation will consider the following 40-point criteria and weights, but it is not limited to them.

District will identify the Respondent(s) that can provide the most significant overall benefit to the District.

The criteria for evaluating Respondents may include, without limitation, the following:

Criteria	Weighted Points
• Related experience	0-5 points
• Firm Qualifications	0-5 points
• Proposal's Responsiveness	0-5 points
• Proposed Quote/SOW accuracy	0-20 points
• References	0-5 points
• Exceptions to Agreement/Insurance	0-5 points

**A. District Investigations**

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process. District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**B. Final Determination and Award**

District reserves the right to contract with any entity responding to this RFP for all or any portion of the services described herein, to reject any Submittal as nonresponsive, and/or not to contract with any Respondent for the services described herein. District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. District reserves the right to contract with any person or firm not participating in this process. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFP, including any supporting materials.

Awarding of contract(s) is at sole discretion of District. District may, at its option, determine to award contract(s) only for portions of the scope of services identified herein. In such case, the successful Respondent(s) will be given the option not to agree to enter into the contract and District will retain the right to negotiate with any other Respondent selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, District will retain the right to enter into negotiations with any other Respondent to this RFP.

The District may or may not consider a Best and Final Offer at the discretion of the District.

**WE THANK YOU FOR YOUR INTEREST!**

# **ATTACHMENTS A – G TO FOLLOW:**



**ATTACHMENT B: PROPOSAL SIGNATURE FORM**

**International Insurance Broker Services RFP**

The undersigned acknowledges the following:

1. Having become familiar with the specifications, contract conditions and requirements of the Request for Proposal hereby offers to provide "Insurance Broker Services" in accordance with the proposal set forth herein, including all referenced material and attachments.
  
2. That failure to complete all portions of the proposal documents described in Section 2 of the Request for Proposal and to submit documents by the stated deadlines, may render the proposal non-responsive and bar award of the contract.
  
3. Understands that the District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 60 days after the opening of proposals.
  
4. If the proposer is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of \_\_\_\_\_, and that \_\_\_\_\_ is authorized to act for and bind the corporation.

Entity Type (Select one)

- |                |       |                  |       |
|----------------|-------|------------------|-------|
| Sole Ownership | _____ | Partnership      | _____ |
| Corporation    | _____ | Other: Specify   | _____ |
| Small Business | _____ | Woman-Owner      | _____ |
| Minority-owned | _____ | Disabled Veteran | _____ |

Sub-Contractors: (Please list all-subcontractors name, address, and phone numbers below):

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Company Name (as per license)	Signature	Title	Date
Mailing Address	Telephone #	Email Address	

Must be signed by an authorized representative on behalf of the company. DO NOT use pre-printed stamp.



**ATTACHMENT C: REFERENCE FORM**

International Student Insurance Broker Services - RFP

Bidder: \_\_\_\_\_

The Bidder shall provide three (3) references below (preferably California public agencies or higher education institutions) for which similar services have been provided within the last three years:

Reference Name:	_____	Contact Person:	_____
Address:	_____	Phone:	_____
Email Address	_____		

Description and date(s) or services provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Name:	_____	Contact Person:	_____
Address:	_____	Phone:	_____
Email Address	_____		

Description and date(s) or services provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Name:	_____	Contact Person:	_____
Address:	_____	Phone:	_____
Email Address	_____		

Description and date(s) or services provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References will be contacted to confirm the abilities and qualifications as stated in the proposal response. The District may deem the response non-responsive if a reference is not obtainable from a listed reference after reasonable attempts.



**ATTACHMENT D: NON-COLLUSION DECLARATION**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the  
(Typed or Printed Name)  
\_\_\_\_\_ of \_\_\_\_\_, the party submitting the foregoing  
(Title) (Company Name)

Proposal ("the Respondent"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other respondent or anyone else to put in sham proposal, or to refrain from submitting a proposal.
4. The Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other respondent, or to fix any overhead, profit or cost element of the proposal price or that of any other respondent, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Respondent has not, directly or indirectly, submitted the price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_\_  
(City, County, and State)

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

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Area Code & Phone Number \_\_\_\_\_

**ATTACHMENT E: EXCEPTIONS TO INSURANCE**



*If respondent is unable to meet District's insurance limits and requirements, respondent shall be considered non-responsive.*

By signing below, respondent acknowledges and agrees that he/she, upon District's request, shall provide the District with a Certificate of Insurance that meets or exceeds the limits set forth in this RFP, with the Glendale Area Community College District and its Board of Trustees as additional insured. Following proposal submission, the District shall not consider any request for exception(s), and at its sole discretion, may consider the respondent non-responsive.

Company Name: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Email \_\_\_\_\_ Phone No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **ATTACHMENT F: MINORITY PARTICIPATION FORM**

### **GLENDALE AREA COMMUNITY COLLEGE DISTRICT MINORITY, WOMEN-OWNED ENTERPRISE AND SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISE (DVBE) MINORITY PARTICIPATION FORM**

#### **FOR TRACKING PURPOSES ONLY**

The Glendale Area Community College District encourages participation and provides equal access to procurement and contracting opportunities to local businesses, businesses that are owned by minorities, women, and veterans with service-related disabilities.

#### **DEFINITION OF MINORITIES AND DVBE CATEGORIES**

**Woman Business Enterprise (WBE):** A business that is at least 51% woman owned; or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women. The woman/women owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States.

**Minority Business Enterprise (MBE):** A business that is at least 51% minority owned by an individual or group; or in case of any publicly owned business, at least 51% of the stock of which is owned by one or more minority groups detailed below, and whose management and daily business operations are controlled by one or more of those individuals. The person(s) owning such an enterprise must be either U.S. citizens or legal aliens with permanent residence status in the United States.

- **African American** – Person(s) having origins in any black racial groups of Africa.
- **Hispanic American** – Person(s) of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.
- **Native American** – Person(s) having origin in any of the original peoples of North America or the Hawaiian Islands, in particular American Indians, Eskimos, Aleuts, and Native Hawaiians.
- **Asian Pacific American** – Person(s) having origins in Asia or the Indian subcontinent, including but not limited to Japan, China, the Philippines, Vietnam, Korea, Polynesia, Samoa, Guam the U.S Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.
- **Other** – Members are found to be disadvantaged by the Small Business Administration pursuant to Section 8(d) of the Small Business Act as amended (15 U.S.C. 637(d)), or the Secretary of Commerce pursuant to Section 5 of Executive Order 11625. The provisions of Executive Order 11625 of Oct. 13, 1971, appear at 36 FR 19967, 3 CFR, 1971-1975 Comp., p. 616, unless otherwise noted.
- **Service-Disabled Veteran Owned Business Enterprise (DVBE):** A business that is at least 51% owned by a disabled veteran individual or group of the United States Military, Naval, or Air Service with a Service-connected disability who is a resident of the State of California or in case of any publicly-owned business, at least 51% of the stock of which is owned by one or more disabled veterans, and whose management and daily business operations are controlled by one or more of those individuals.



- **Lesbian Gay Bisexual and Transsexual (LGBT):** "LGBT-owned business" means (1) a business enterprise (a) that is at least 51% owned by a lesbian, gay, bisexual, or transgender person or persons or (b) if a publicly owned business, at least 51 % of the stock of which is owned by one or more lesbian, gay, bisexual, or transgender persons; and (2) whose management and daily business operations are controlled by one or more of those individuals.

All bidders/proposers including minorities, women, and veterans with service-related disabilities firms in their response, must execute a copy of this Minority Participation Form and include it with their BID/RFP/Field Agreement (FA) submission. Firms which do not return this report may be determined to have no DVBE participation and/or not to be a minority owned business. Bidders/proposers that are DVBE firms shall check the first box on the form. Firms responding to the DVBE program should list DVBE subconsultants/partners.

FIRM NAME \_\_\_\_\_ BID/RFP/FA# \_\_\_\_\_

STATUS (check one)

- Our firm(s) is a certified DVBE certified by the California Department of General Services. DGS No. \_\_\_\_\_
- Our firm utilizes DVBE subcontractors. (List DVBE firms utilized, including their DGS number, and the percentage)

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- Our firm(s) is MINORITY certified by \_\_\_\_\_ Certificate No. \_\_\_\_\_
- Our firm(s) is WOMEN-OWNED certified by \_\_\_\_\_ Certificate No. \_\_\_\_\_

Check appropriate box below

<input type="checkbox"/> No DVBE utilization <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Educational institution <input type="checkbox"/> Government agency <input type="checkbox"/> Not a Minority firm <input type="checkbox"/> Not a Women-Owned firm
---

By signing below, bidders/proposers represent that this is an accurate representation of the minority status of their firms and/or DVBE status or utilization for the firm(s) participating in this acquisition.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_ Telephone \_\_\_\_\_



## **ACADEMIC CALENDAR**

**APR 15 2024**  
**Spring Break - Classes Not in Session**  
**April 15 to April 20**

**APR 19 2024**  
**Campus Closed**

**MAY 27 2024**  
**Memorial Day – Campus Closed**

**JUN 10 2024**  
**Spring 2024 - Final Examinations**  
**June 10 to June 16**

**JUN 14 2024**  
**Commencement**

**JUN 16 2024**  
**Last Day of Classes - Spring Semester 2024**

**JUN 17 2024**  
**Classes Not in Session**  
**June 17 to June 23**

**JUN 19 2024**  
**Juneteenth – Campus Closed**

**JUN 24 2024**  
**First Day of Classes - Summer Intersession 2024**

**JUL 04 2024**  
**Independence Day Celebration – Campus Closed**

**AUG 16 2024**  
**Last Day of Classes – Summer Session 2024**

**AUG 17 2024**  
**Classes Not in Session**  
**August 17 to August 22**

**SEP 2 2024**  
**Labor Day – Campus Closed**

**NOV 11 2024**  
**Veterans Day – Campus Closed**

**NOV 28 2024**  
**Thanksgiving Break – Campus Closed**  
**November 28 to December 1**

**Expanded calendars available at: <https://Glendale.edu/calendars/academic.php>**

# CAMPUS MAP

## BUILDINGS

- AD JOHN A. DAVITT ADMINISTRATION BLDG.
- AS ARROYO SECO BLDG.
- AT ADVANCED TECHNOLOGY BLDG.
- AU AUDITORIUM BLDG.
- BK BOOKSTORE
- BV BUENA VISTA BLDG.
- CC GLENDALE CIVIC AUDITORIUM
- CDC CHILD DEVELOPMENT CENTER
- CR CAMINO REAL BLDG.
- CS CIMMARUSTI SCIENCE CENTER
- G ART GALLERY
- HS BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY BLDG.
- LB LIBRARY BLDG.
- LS LIFE SKILLS BLDG.
- M&O MAINTENANCE & OPERATIONS
- PCHS PACIFIC CLINICS HEADSTART PROGRAM
- SA SANTA ANITA BLDG.
- SB SANTA BARBARA BLDG.
- SC J.W. SMITH STUDENT CENTER
- SF SAN FERNANDO COMPLEX
- SG SAN GABRIEL BLDG.
- SM SIERRA MADRE BLDG.
- SN SIERRA NEVADA GYM
- SR SAN RAFAEL BLDG.
- SV SIERRA VISTA BLDG.
- TG TONGVA BLDG.
- TG-A TONGVA BLDG. ANNEX
- VQ KINESIOLOGY AND VAQUERO ATHLETIC COMPLEX

## PARKING

- LOT A Staff Permit
- LOT B Student Permit
- LOT C / GCC PARKING STRUCTURE Student Permit/Staff Permit
- LOT D Staff Permit
- LOT E Staff Permit
- LOT F Unavailable due to construction
- LOT G Unavailable due to construction
- LOT H Staff/Disabled Student Permit
- LOT I Staff Permit
- CIRCLE DRIVE Staff Permit
- LOT 30 Metered Lot/Student & Daily Permit
- CIVIC AUDITORIUM PARKING STRUCTURE AND LOT 31 Semester Permits Only
- LOTS 32, 33 & 34 Metered Lots/Student Permit

## SERVICE

- Academic Counseling
- Admissions & Records
- ASGCC Business Office
- Baja Field Studies Program
- Bookstore
- Box Office
- CalWORKs Parents Program
- Career Center
- Center For Students With Disabilities
- EOPS
- Fees, Tuition & Refunds
- Financial Aid
- GCC CARES
- Health Center
- Instructional Services
- International Student Services
- Job Placement Center
- Kreider Hall
- Learning Center
- Learning Commons
- Lost & Found
- Multicultural & Community Engagement Center
- Outreach
- Planetarium
- Police Department
- Scholarship Office
- Student Affairs
- Study Abroad
- Student Equity
- Transfer Center
- Vaquero Success Center
- Veterans Office
- The Welcome Center

## BUILDING

- SV, Third Floor
- SV, Third Floor
- SC, First Floor
- SR, First Floor
- SC, First Floor
- AU 106-A
- SR, Second Floor
- SV, Third Floor
- SG, First Floor
- SV, Third Floor
- SV, Third Floor
- CC, First Floor
- SR, First Floor
- AD 145
- SV, Third Floor
- SV, Third Floor
- SR 138
- AD 232
- SV, First Floor
- SM 153
- SM 267
- SM 266
- CS, Second Floor
- SM 153
- SC, Second Floor
- SC, Second Floor
- AD 145
- SR, Second Floor
- SV, Third Floor
- SV, Third Floor
- TG-A
- SM 266




**Find your way around with our 3D map!**

- 📍 CAMPUS DIRECTORY
- 🚨 EMERGENCY CALL BOX
- 🚲 BICYCLE PARKING
- 🚶 ELEVATOR
- 🚑 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
- ♿ SINGLE-USER, WHEELCHAIR ACCESSIBLE BATHROOMS



For the most up-to-date version, please visit: <https://Glendale.edu/about/campus-maps.php>



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