

# COUNTY OF FRESNO

## REQUEST FOR QUOTATION

NUMBER: 444-5315

### TRAFFIC SIGNALS & STREET LIGHTS - REPAIR & MAINTENANCE

December 4, 2014

ORG/Requisition: 4510/ 5101500117

PURCHASING USE  
hrs

G:\PUBLIC\RFQ\FY 2014-15\444-5315 TRAFFIC SIGNALS & STREET LIGHTS - REPAIR & MAINTENANCE\444-5315 TRAFFIC SIGNALS & STREET LIGHTS - REPAIR & MAINTENANCE.DOC

**IMPORTANT: SUBMIT QUOTATION IN SEALED PACKAGE WITH QUOTATION NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:**

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

CLOSING DATE OF BID WILL BE AT 2:00 P.M., ON FEBRUARY 5, 2015.

**QUOTATIONS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.**

All quotation information will be available for review after contract award.

Clarification of specifications is to be directed to: Shannon W. Kirby, e-mail [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us), phone (559) 600-7116.

**GENERAL CONDITIONS:** See "County Of Fresno Purchasing Standard Instructions And Conditions For Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check County of Fresno Purchasing's Open Solicitations website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx> for RFQ/RFP documents and changes.

#### BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED QUOTATION SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

Except as noted on individual items, the following will apply to all items in the Quotation Schedule.

1. Complete delivery will be made within \_\_\_\_\_ calendar days after receipt of Order.
2. A cash discount \_\_\_\_\_ % \_\_\_\_\_ days will apply.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

( )

TELEPHONE NUMBER

( )

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

**COUNTY OF FRESNO PURCHASING**  
**STANDARD INSTRUCTIONS AND CONDITIONS FOR**  
**REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)**

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

**GENERAL CONDITIONS**

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

**1. BID PREPARATION:**

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

**2. SUBMITTING BIDS:**

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with

his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.
- F) Public Contract Code Section 7028.15

Where the State of California requires a Contractor's license, it is a misdemeanor for any person to submit a bid unless specifically exempted.

**3. FAILURE TO BID:**

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

**4. TAXES, CHARGES AND EXTRAS:**

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

## Quotation No. 444-5315

### 5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

### 6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

### 7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

### 8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

### 9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

### 10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due

the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

### 11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

### 12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

### 13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7.)

### 14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

### 15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

## Quotation No. 444-5315

### 16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

### 17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures if PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

### 18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) business days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

### 19. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

### 20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

### 21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
  - o fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
  - o violation of a federal or state antitrust statute;
  - o embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
  - o false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

### 22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor

## Quotation No. 444-5315

device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

### 23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (second floor), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

\* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

## TABLE OF CONTENTS

	<u>PAGE</u>
OVERVIEW .....	3
KEY DATES .....	3
BIDDING INSTRUCTIONS CONTRACT SERVICES .....	4
PARTICIPATION.....	15
REFERENCE LIST .....	16
PRODUCT DESCRIPTION/REQUIREMENTS .....	17
SCOPE OF SERVICES FOR TRAFFIC SIGNAL & HIGHWAY LIGHTING MAINTENANCE .....	21
GUIDELINES FOR SCHEDULED MAINTENANCE .....	26
QUOTATION SCHEDULE .....	33
CHECK LIST .....	36
444-5315 ATTACHMENT A .....	37

## OVERVIEW

The County of Fresno's Department of Public Works is responsible for providing maintenance and repairs to safety lighting and traffic signals at various intersections throughout Fresno County.

The County is soliciting quotations from qualified vendors to provide all labor, materials, equipment, parts, taxes etc. to perform such services in accordance with the requirements stated within this Request for Quotation. Such requirements include but are not limited to the County of Fresno Scope of Services for Traffic Signal & Highway Lighting Maintenance for Group I and Group II locations.

## KEY DATES

<b>RFQ Issue Date:</b>	<b>December 5, 2014</b>
<b>Vendor Conference:</b>	<b>January 6, 2015 at 10:00 A.M.</b> County of Fresno – Purchasing 4525 E. Hamilton Avenue, 2 <sup>nd</sup> Floor Fresno, CA 93702
<b>Deadline for Written Requests for Interpretations or Corrections of RFQ:</b>	<b>January 15, 2015 at 10:00 A.M.</b> E-Mail: <a href="mailto:CountyPurchasing@co.fresno.ca.us">CountyPurchasing@co.fresno.ca.us</a> County of Fresno – Purchasing 4525 E Hamilton Avenue – 2 <sup>nd</sup> Floor Fresno, CA 93702
<b>RFQ Closing Date:</b>	<b>February 5, 2015 at 2:00 P.M.</b> County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 <sup>nd</sup> Floor Fresno, CA 93702

## BIDDING INSTRUCTIONS CONTRACT SERVICES

The County of Fresno's Department of Public Works is responsible for providing maintenance and repairs to safety lighting and traffic signals at various intersections throughout Fresno County.

The County is soliciting quotations from qualified vendors to provide all labor, materials, equipment, parts, taxes etc. to perform such services in accordance with the requirements stated within this Request for Quotation. Such requirements include but are not limited to the County of Fresno Scope of Services for Traffic Signal & Highway Lighting Maintenance for Group I and Group II locations.

**LOCAL VENDOR PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID PREFERENCE:** The Local Vendor Preference and Disabled Veteran Business Enterprise Preference **does not** apply to this Request for Quotation.

**DEFINITIONS:** The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the quotation and is identified on page one of this Request For Quotation (RFQ).

**ISSUING AGENT:** This RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

**INTERPRETATION OF RFQ:** Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ and fully inform themselves as to the quality and character of services required. If any person planning to submit a quotation finds discrepancies in or omissions from the RFQ or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see below). Any change in the RFQ will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to County Purchasing by January 15, 2015 at 10:00 AM Cut-Off. Questions must be directed to the attention of the buyer identified on page one.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.

Questions shall be delivered to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2<sup>nd</sup> Floor, Fresno, CA 93702, or E-Mail: [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us).

**NOTE:** The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

**AWARD:** Award will be made to the vendor(s) offering the services, products, prices, delivery, equipment and system deemed to be to the best advantage of the County. The County shall be



the sole judge in making such determination. Award Notices are tentative: Acceptance of an offer made in response to this RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

**RIGHT TO REJECT BIDS:** The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.

**AUTHORIZED CONTACT:** All communication regarding this RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

**SITE INSPECTION:** Each bidder shall have examined the site of work before bidding and shall be responsible for having acquired full knowledge of the job and of all problems affecting it. No variations or allowance from the contract sum will be made because of lack of such examination.

**VENDOR CONFERENCE:** On January 6, 2015 at 10:00 AM, a vendor's conference will be held in which the scope of the project and quotation requirements will be explained. The meeting will be held at the office of County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2<sup>nd</sup> Floor, Fresno, California. Minutes will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

**Bidders are to contact Shannon W. Kirby at County of Fresno Purchasing, (559) 600-7116, if they are planning to attend the conference.**

**CODES AND REGULATIONS:** All work and material to conform to all applicable state and local building and other codes and regulations.

**NUMBER OF COPIES:** Submit **one (1) original and two (2) copies** of your quotation no later than the quotation closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (i.e. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

**FIRM QUOTATION:** All quotations shall remain firm for at least, one hundred eighty (180) days.

**TAXES:** The quoted amount must include all applicable taxes. If taxes are not specifically identified in the quotation it will be assumed that they are included in the total quoted.

**SALES TAX:** Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

**TAXES, PERMITS & FEES:** The successful bidder shall pay for and include all federal, state and local taxes direct or indirect upon all materials; pay all fees for, and obtain all necessary permits and licenses, unless otherwise specified herein.

**SPECIFICATIONS AND EQUALS:** Brand names, where used, are a means of establishing quality and style. Bidders are invited to quote their equals. Alternate offers are to be supported by literature, which fully describes items that you are bidding.

No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder, in the designated places. If no exceptions or deviations are shown, the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

**LITERATURE:** Bidders shall submit literature, which fully describes items on which they are bidding, not later than the closing date of this bid. Any and all literature submitted must be stamped with bidders name and address.

**MERCHANDISE RETURNABLE FOR FULL CREDIT:** Bidder agrees to accept for full credit any merchandise sold by him on contract or award resulting from this bid, if returned in good condition by the County.

**GUARANTEE AGAINST DEFECTS:** All items are to carry a full guarantee against defects in materials and workmanship and guarantee against breakage and other malfunctions when performing work for which they are designed.

**VENDOR ASSISTANCE:** Successful bidder shall furnish, at no cost to the County, a representative to assist County departments in determining their product requirements

**MINOR DEVIATIONS:** The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

**QUOTATION REJECTION:** Failure to respond to all questions or not to supply the requested information could result in rejection of your quotation.

**BIDDERS' LIABILITIES:** County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFQ.

**PRICE RESPONSIBILITY:** The selected vendor will be required to assume full responsibility for all services and activities offered in the quotation, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

**PRICES:** Bidder agrees that prices quoted are a maximum for the contract period, and in the event of a price decline such lower prices shall be extended to the County of Fresno. Prices shall be quoted F.O.B. destination

**CONFIDENTIALITY:** Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

**NEWS RELEASE:** Vendors shall not issue any news releases or otherwise release information to any third party about this RFQ or the vendor's quotation without prior written approval from the County of Fresno.

**BACKGROUND REVIEW:** The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a quotation/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

**EXCEPTIONS:** Identify with explanation, any terms, conditions, specifications or stipulations of the RFQ with which you CAN NOT or WILL NOT comply.

**ADDENDA:** In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

**SUBCONTRACTORS:** If a subcontractor is proposed, complete identification of the subcontractor and his tasks shall be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

**CONFLICT OF INTEREST:** The County shall not contract with, and shall reject any bid or quotation submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee whose position in the County enables him to influence the selection of a contractor for this RFQ, or any competing RFQ, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.

**INVOICING:** All invoices are to be delivered in duplicate to County of Fresno Public Works & Planning Attn: Jim Hodge, 2220 Tulare Street, Fresno, CA 93721. Reference shall be made to the purchase order/contract number and equipment number if applicable on the invoice.

**PAYMENT:** County will make partial payments for all purchases made under the contract/purchase order and accumulated during the month.

**CONTRACT TERM:** It is County's intent to contract with the successful bidder for a term of three (3) years.

**RENEWAL:** Agreement may be renewed for a potential of two (2) one (1) year periods, based on the mutual written consent of all parties.

**QUANTITIES:** Quantities shown in the bid schedule are approximate and the County guarantees no minimum amount. The County reserves the right to increase or decrease quantities.

**ORDERING:** Orders will be placed as required by County of Fresno Public Works & Planning.

**TERMINATION:** The County reserves the right to terminate any resulting contract upon written notice.

**INDEPENDENT CONTRACTOR:** In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, County shall have no right to control or supervise or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the County or to the Agreement.

**SELF-DEALING TRANSACTION DISCLOSURE:** Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County

Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

**HOLD HARMLESS CLAUSE:** Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

**MATERIALS TO BE NEW:** All materials shall be new and of merchantable grade, free from defect. No bid will be considered unless it is accompanied by a complete list of manufacturer's catalog numbers of the items, which the bidder proposes to furnish, together with full descriptive literature on all items so enumerated. If item proposed differs from these specifications, bidder shall present specific explanation of functioning and structural characteristics for those details which differ from the specifications listed herein.

**DAMAGE TO EXISTING WORK:** Damage to existing construction, equipment, planting, etc., by the contractor in the performance of his work shall be replaced or repaired and restored to original condition by the contractor.

**CLEAN UP:** The Contractor shall at all times, keep the premises clean from accumulation of waste materials or rubbish caused by his employees or work and shall remove all resulting work debris from the job site.

**COORDINATE WORK WITH OWNER:** Successful bidder shall coordinate and schedule the work with the County so that any interruption to the normal business operations be kept to a minimum.

**INSPECTION:** All material and workmanship shall be subject to inspection, examination and test by the County at any and all times during which manufacture and/or construction are carried on. The County shall have the right to reject defective material and workmanship or require its correction.

**SUPERVISION:** The Contractor shall give efficient supervision to the work, using therein the skill and diligence for which he is remunerated in the contract price. He shall carefully inspect the site and study and compare all drawings, specifications and other instructions, as ignorance of any phase of any of the features or conditions affecting the contract will not excuse him from carrying out its provisions to its full intent.

**STANDARD OF PERFORMANCE:** All work shall be performed in a good and workmanlike manner.

**SAFEGUARDS:** The successful bidder shall provide, in conformity with all local codes and ordinances and as may be required, such temporary walls, fences, guardrails, barricades, lights, danger signs, enclosures, etc., and shall maintain such safeguards until all work is completed.

**PREVAILING WAGES:** The work to be done on this project will involve the repair, alteration, maintenance, installation, rehabilitation, demolition, construction or reconstruction of public buildings, streets, utilities, and/or other public works. In accordance with Labor Code section 1770, et seq., the Director of the Department of Industrial Relations of the State of California has

determined the general prevailing wages rates and employer payments for health and welfare pension, vacation, travel time and subsistence pay as provided for in Section 1773.1, apprenticeship or other training programs authorized by Section 3093, and similar purposes applicable to this public work project.

The prevailing wage rates for all hours worked, including holiday and overtime rates, on this project are on file with the Purchasing Department, 4525 E. Hamilton Avenue, Fresno, California 93702, and are herein incorporated by this reference. Information pertaining to applicable Prevailing Wage Rates may be found on the website for the State of California – Department of Industrial Relations: <http://www.dir.ca.gov/oprl/PWD/index.htm>. Information pertaining to applicable prevailing wage rates for apprentices may be found on the website for the State of California – Department of Industrial Relations: <http://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp>

It shall be mandatory upon the Contractor herein and upon any subcontractor to pay not less than the prevailing wage rates, including overtime and holiday rates, to all workers, laborers, or mechanics employed on this public work project, including those workers employed as apprentices. Further, Contractor and each subcontractor shall comply with Labor Code sections 1777.5 and 1777.6 concerning the employment of apprentices. A copy of the above-mentioned prevailing wage rates shall be posted by the Contractor at the job site where it will be available to any interested party.

Contractor shall comply with Labor Code section 1775 and forfeit as a penalty to County Two Hundred Dollars (\$200.00) for each calendar day or portion thereof, for each worker paid less than the prevailing wage rates for the work or craft in which the worker is employed for any work done under this project by Contractor or by any subcontractor under Contractor in violation of Labor Code section 1770, et seq. In addition to the penalty, the difference between the prevailing wage rates and amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by the Contractor or subcontractor.

Contractor and each subcontractor shall keep an accurate record showing the names, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this public work project. In accordance with Labor Code section 1776, each payroll record shall be certified and verified by a written declaration under penalty of perjury stating that the information within the payroll record is true and correct and that the Contractor or subcontractor complied with the requirements of Labor Code sections 1771, 1811 and 1815 for any work performed by its employees on this public work project. These records shall be open at all reasonable hours to inspection by the County, its officers and agents, and to the representatives of the State of California – Department of Industrial Relations, including but not limited to the Division of Labor Standards Enforcement.

#### **INSURANCE:**

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to COUNTY.

Within thirty (30) days from the date CONTRACTOR executes this Agreement, CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno, Public Works & Planning – Roads, 2220 Tulare Street, Fresno, 93721, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

**BIDDER TO COMPLETE:**

Name of Insurance Carrier: \_\_\_\_\_

Public Liability: \_\_\_\_\_ Expires: \_\_\_\_\_

Automotive Insurance: \_\_\_\_\_ Expires: \_\_\_\_\_

Worker's Compensation: \_\_\_\_\_ Expires: \_\_\_\_\_

Proof of maintenance of adequate insurance will be required before award is made to vendor.

**GUARANTEE:** The bidder shall state his written guarantee here:

---

---

---

**SUBCONTRACTORS:**

List all subcontractors that would perform work in excess of one/half of one percent of the total amount of your bid, and state general type of work such subcontractor would be performing:

---

---

---

---



**CONTRACTOR'S LICENSE:**

Bidder to possess appropriate license for the project, in accordance with current regulations/statutes.

The vendor shall possess a current State of California contractor's License, Class C-10 or another license class that covers the work to be performed. The proposal must indicate the license held by the bidder, which enables him/her to perform the work.

If the license is other than a Class C-10, the bidder must explain why his/her license(s) is acceptable. The County will review and determine if acceptable.

**Number and Class:** \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_

**BONDS:**

**PERFORMANCE BOND:** The successful bidders may be required to furnish a faithful performance bond.

**BONDING COMPANY:** The company issuing bonds shall be a corporate surety admitted by the California Insurance Commissioner to do business in the State of California with an A.M Best rating of B++ VIII or better.

**DISPUTE RESOLUTION:** The ensuing contract shall be governed by the laws of the state of California .Any claim which cannot be amicably settled without court action will be litigated in the U.S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

**DEFAULT:** In case of default by the selected bidder, the County may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

**ASSIGNMENTS:** The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

**ASSURANCES:** Any contract awarded under this RFQ must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFQ. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFQ. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

**AUDITS AND RETENTION:** The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

***BIDDER TO COMPLETE THE FOLLOWING:*****PARTICIPATION**

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

---

(Authorized Signature)

---

Title

**VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR QUOTATION.**

Firm: \_\_\_\_\_

**REFERENCE LIST**

Provide a list of at least five (5) customers for whom you have recently provided similar products/services. Be sure to include all requested information.

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_  
Service Provided: \_\_\_\_\_

***Failure to provide a list of at least five (5) customers may be cause for rejection of this RFQ.***

## PRODUCT DESCRIPTION/REQUIREMENTS

The County of Fresno's Department of Public Works is responsible for providing maintenance and repairs to safety lighting and traffic signals at various intersections throughout Fresno County.

The County is soliciting quotations from qualified vendors to provide all labor, materials, equipment, parts, taxes etc. to perform such services in accordance with the requirements stated within this Request for Quotation. Such requirements include but are not limited to the County of Fresno Scope of Services for Traffic Signal & Highway Lighting Maintenance for the following Group I and Group II locations.

### GROUP I LOCATIONS

The successful bidder shall provide **(scheduled maintenance)** or emergency maintenance, and Underground Service Alerts (USA) for the following Group I locations. The successful bidder shall also provide routine maintenance, improvements, testing and inspection on an as-needed basis as directed by the County.

LOCATION	TYPE OF FACILITY	SCHEDULED MAINTENANCE TYPE
1. Central & Elm	Safety Lighting	Type 5
2. American & Elm	Safety Lighting	Type 5
3. 24511 Jayne Ave. (Coalinga)	Traffic Signal	Type 1 & 2
4. Mountain View & Golden State	Traffic Signal	Type 1, 2 & 6

### GROUP II LOCATIONS

The successful bidder shall provide routine or emergency maintenance, improvements, testing and inspection on an **(as-needed)** basis for the following Group II locations as directed by the County.

1. Academy & Manning	Signals
2. Alta & Manning	Signals
3. American & Clovis	Signals
4. Ashlan & Clovis	Signals
5. Ashlan & DeWolf	Signals
6. Ashlan & Fruit	Signals
7. Ashlan & Leonard	Signals
8. Ashlan & Maroa	Signals
9. Ashlan & Minnewawa	Signals

10. Ashlan & Palm	Signals
11. Barstow & Fruit	Signals
12. Barstow & Maroa	Signals
13. Barstow & West	Signals
14. Belmont & Fowler	Signals
15. Belmont & Peach	Signals
16. Belmont & Willow	Signals
17. Browning & Fruit	Signals
18. Bullard & Fruit	Signals
19. Bullard & Maroa	Signals
20. Bullard & Van Ness Ext.	Signals
21. Butler & Clovis	Signals
22. Buttonwillow & Manning	Signals
23. Calwa School & Cedar	Signals
24. Cedar & Church	Signals
25. Cedar & Jensen By-Pass	Signals
26. Cedar & Princeton	Signals
27. Central & Chestnut	Signals
28. Central & Clovis	Signals
29. Central & Elm	Signals
30. Central & Golden State	Signals
31. Chestnut & Clinton	Signals
32. Chestnut & Golden State	Signals
33. Chestnut & Jensen	Signals
34. Chestnut & North	Signals
35. Chestnut & Shields	Signals
36. Church & Orange	Signals
37. Clinton & Maple	Signals
38. Clinton & Millbrook	Signals
39. Clinton & Winery	Signals
40. Clovis & Golden State Frontage	Signals
41. Clovis & Jensen	Signals
42. Clovis & North	Signals

43. Clovis Frontage & Golden State	Signals
44. Dakota & Maple	Signals
45. Dickenson & Jensen (FRL)	Signals
46. Elm & Lincoln	Signals
47. Elm & North	Signals
48. Fig/Mlk & Jensen	Signals
49. Fowler & Jensen	Signals
50. Fowler & Olive	Signals
51. Fruit & Sierra	Signals
52. Gettysburg & Palm	Signals
53. Golden State & Lincoln	Signals
54. Golden State & Mountain View	Signals
55. Helm & Tulare	Signals
56. Herndon & Van Ness Ext.	Signals
57. Jensen & Maple	Signals
58. Jensen & McCall	Signals
59. LacJac & Manning	Signals
60. Manning & McCall	Signals
61. Manning & Newmark	Signals
62. Manning & Zediker	Signals
63. Maroa & Shaw	Signals
64. Mendocino & Mountain View	Signals
65. Mendocino & Parlier (FRL)	Signals
66. Millerton & Table Mountain	Signals
67. Olive & Willow	Signals
68. Palm & San Jose	Signals
69. Palm & Shaw	Signals
70. Palm & Sierra	Signals
71. Parlier & Smyrna (Flasher)	Signals
72. Peach & Tulare	Signals
73. Shields & Sierra Vista	Signals
74. Sierra & West	Signals

**LICENSE**

- All bidders must possess a valid C-10 California Contractors License.
- Any “crane operator” used by the successful bidder when performing work specified under this RFQ must have a current certification that is recognized by the State of California.

**ADDITIONAL REQUIREMENTS**

- The successful bidder shall provide service on a twenty-four (24) hour, seven (7) day a week basis.
- The successful bidder shall dispatch a fully equipped service truck and qualified electrician within (30) minutes of being notified that emergency service is required.



## SCOPE OF SERVICES FOR TRAFFIC SIGNAL & HIGHWAY LIGHTING MAINTENANCE

The purpose of this document is to provide guidelines for the maintenance of traffic signals and highway lighting within the jurisdiction of the County of Fresno. It provides descriptions of the type of work to be done, when the work should be done, locations of facilities to be worked on, and the required authorization before doing the work. The County of Fresno's Guidelines for Scheduled Maintenance is included as further guidance.

### LOCATIONS

A list of locations where maintenance, repair, or emergency services may be performed is shown in the above Project Description/Requirements. The type of maintenance, repair, or emergency services provided for any particular location is dependent upon having acceptable authorization. Changes to this list may be made by mutual agreement of the manager of the maintenance provider and the Manager of Maintenance & Operations.

### SERVICES

The following are services which are necessary to maintain Fresno County traffic signal & highway lighting facilities.

### SCHEDULED MAINTENANCE

This work is only to be performed on the facilities shown in Group I. This work involves inspection, replacement or repair on a predetermined schedule. This work will be done in accordance with either, Type-1, Type-2, Type-3, Type-4, Type-5 or Type-6 scheduled maintenance. Where signal ahead advance flashing beacons exist at a location, the flashing beacon shall be included in the scheduled maintenance for the location.

A Scheduled Maintenance Checklist included as Attachment A shall be used to confirm the work completed at each location for each scheduled event.

#### Inspection

- Electrical equipment
- Electrical circuits

#### Routine Replacement

- Lamps
- Cabinet filter

#### Cleaning

- Lenses
- Cabinets

#### Touch-Up Painting

- Poles
- Cabinets
- Signal backplates & visors

**Recommend Improvements**

- Timing changes
- Replacement of deteriorating equipment
- Replacement of obsolete equipment

**ROUTINE & EMERGENCY MAINTENANCE**

This work may be performed at any of the Group I or Group II location when authorized. This work involves changes or repairs necessary to return the traffic signal & highway lighting facilities to normal or operable condition and includes work of a routine or emergency nature. The work includes repair of facilities due to minor or major malfunctions, minor to extensive damage, or normal wear; and minor changes to equipment or material. The following is an example of the variety of equipment & materials that may need to be repaired, changed, or replaced but is not an exhaustive list.

**Typical Equipment & Materials:**

- |                     |                           |
|---------------------|---------------------------|
| • Poles             | • Mast arms               |
| • Lamps             | • Lenses                  |
| • Fixtures          | • Conduits                |
| • Pull boxes        | • Conductors              |
| • Conductor cable   | • Cabinets                |
| • Control equipment | • Communication equipment |
| • Foundations       | • Sidewalk                |
| • Pavement          | • Paint                   |

**IMPROVEMENTS**

This work may be performed at any of the Group I or Group II locations when authorized. This work involves minor or major changes to traffic signal & highway lighting equipment, materials or operations that are requested by the County to improve operations. This could include timing changes as well as anything included in either scheduled maintenance or routine & emergency maintenance.

**TESTING & INSPECTION**

This work may be performed at any of the Group I or Group II locations when authorized. This work involves inspecting and testing new & repaired traffic signal & highway lighting circuits and equipment, notifying us of deficiencies and recommending changes to our practices and standards as they relate to the design, operation, and maintenance of traffic signal & highway lighting facilities.

**Circuits:**

- Ground circuit
- Control circuits
- Lighting circuits
- Signal circuits
- Detector circuits

**Equipment:**

- Controller
- Conflict monitor
- Detector amplifiers
- Switch packs
- Flashers
- Relays

**UNDERGROUND SERVICE ALERTS (USA)**

This work is to be performed on both Group I and Group II facilities whenever digging or excavating is involved. This work involves marking underground traffic signal & highway lighting facilities in accordance with USA procedures.

**ADMINISTRATIVE SERVICES**

This involves services indirectly associated with the maintenance of traffic signal & highway lighting facilities.

**RECORDS**

This involves maintaining records of any work done and providing copies of these records to the County. Any changes to controller timing is to be made on the timing card within the controller cabinet. Any changes, inspections or tests to traffic signal facilities are to be noted briefly on the Cabinet Maintenance Log in the controller cabinet and detailed notes provided to the County. These notes are to include the date and type of work performed and identification of the person or group performing the work.

**NEW EQUIPMENT AND MATERIALS**

This involves purchasing and/or stockpiling an adequate supply of materials to allow for timely replacement of damaged or malfunctioning equipment. The following is an example of the variety of materials needed but is not an extensive list.

- |                     |              |
|---------------------|--------------|
| • Poles             | • Mast arms  |
| • Lamps             | • Lenses     |
| • Fixtures          | • Cabinets   |
| • Control equipment | • Filters    |
| • Mounting hardware | • Paint      |
| • Conduits          | • Conductors |

## **DISPOSAL**

This work involves removing and disposing of damaged County owned materials that are beyond repair.

## **FACILITIES**

The following are some of the facilities that may be necessary to provide the services mentioned above.

## **SHOP & YARD**

A shop is needed to test & repair equipment and to store smaller equipment & materials. A yard is needed to store larger materials.

## **SERVICE VEHICLES**

A service vehicle is necessary to carry testing and replacement equipment to the site for routine maintenance. A bucket truck may be necessary to provide maintenance for facilities on mast arms. A crane or boom truck will be necessary to replace poles or mast arms.

## **TESTING EQUIPMENT**

This will include all equipment necessary to test new and repaired circuits and equipment to verify compliance and to troubleshoot all electrical circuits and equipment to determine problems except that the County will provide a conflict monitor tester.

## **NOTIFICATION AND AUTHORIZATION**

All written correspondence will be between the manager of the maintenance provider and the Manager of Maintenance & Operations or his designee. No work shall be performed without authorization as described as follows.

## **SCHEDULED MAINTENANCE**

This work shall be done on the prescribed schedule as indicated herein, and beginning on the day established by the Manager of Maintenance & Operations.

## **ROUTINE MAINTENANCE**

This work shall be done when requested and authorized by the Manager of Maintenance & Operations or his designee.

## **EMERGENCY MAINTENANCE**

For any Group I or Group II locations, this work (up to a maximum of \$500) shall be done when requested and authorized by persons on the County's Emergency call-out list. An up to date copy of this call-out list will be given to the maintenance provider. Prior approval by the Manager of Maintenance & Operations or his designee will be necessary for any major changes, repair or replacements (work exceeding \$500). For invoicing and payment purposes the maintenance provider shall provide the name and telephone number of the person requesting the emergency repairs with the invoice for the repairs.

**IMPROVEMENTS**

This work shall be done when authorized by the Manager of Maintenance & Operations or his designee.

**UNDERGROUND SERVICE ALERT**

This work will be done when notified by USA or by the Manager of Maintenance & Operations or his designee.

**TESTING & INSPECTION**

This work shall be done when authorized by the Manager of Maintenance & Operations or his designee.

## GUIDELINES FOR SCHEDULED MAINTENANCE

**General:** Scheduled maintenance is intended to ensure reliable mechanical and electrical operation of the field equipment. The following guidelines should be used to ensure a comprehensive inspection.

**Types:** Six (6) types of inspections/maintenance will be used to periodically service the field equipment.

<u>Type</u>	<u>Inspection/Maintenance</u>	<u>Frequency</u>
1	Operational Check/Solid State, 170 and 2070 Controllers	3 months
2	Conflict Monitor Unit Test	6 months
3	Operational Check/Fixed Time Controllers	6 months
4	Group Re-Lamping/Traffic Signals (non-LED only)	12 months
5	Highway Lighting	12 months
6	Battery Backup Systems	3 months

**Visual Inspection:** As much as practical should be done visually. Avoid disturbing cables, connections and components if at all possible. Check for connector and component seating by inserting or tightening only.

**Guidelines:** All abnormal conditions should be repaired as a part of the inspection. If this is not practical, it may be deferred. All deferred work must be listed on the inspection work order. The Electrician is responsible for following up and completing the deferred items in a timely manner. If additional support or materials are needed, the Electrician will coordinate these with the Supervisor.

**Documentation:** When completed, the routine will be documented on the appropriate work order form and in the cabinet maintenance record.

### Type 1 – Operational Check/Solid State, 170 & 2070

#### 1. Cabinet:

- Replace filters (Upgrade if needed).
- Lubricate locks & hinges as needed.
- Check fan and thermostat operation.
- Check for evidence of water leakage (caulk/seal as needed).
- Check conduit sealant.
- Check gaskets & seals (lubricate if needed).
- Remove graffiti, tape residue, signs etc.
- Spot paint/prime as needed.

- Inspect wiring and terminations for burnt terminals and/or damaged insulation.
  - Test GFI receptacle prior to use.
  - Vacuum or Blow accumulated dirt/debris.
2. Controller:
- Observe indicators for proper operation.
  - Check phase extension per actuations.
  - Verify that cards or modules are properly seated.
  - Verify that connectors are secure.
  - Verify operation/timing per timing sheet.
3. Conflict Monitor:
- Verify CMU operation by shorting two conflicting field terminals together.
  - Reset the monitor.
  - Observe indicators for proper operation.
  - Inspect ribbon cable on Plus-Monitors for damage.
  - Verify that the program card is properly seated.
  - Verify that connectors are secure.
4. Switch Packs:
- Observe indicators for proper operation.
  - Verify that the switch is properly seated.
5. Flashers:
- Observe indicators for proper operation.
  - Verify that the switch is properly seated.
  - Check flash operation (cabinet & Police).
6. Relays:
- Check for burnt or overheated contacts.
  - Verify that the relays are properly seated.
7. Clocks:
- Check for correct time/DOW setting.
  - Manually verify output switch operation.
8. Preemption:
- Simulate actuation and verify proper operation.

9. Coordination:

- Observe that current plan is per TOD.
- Check for correct time/DOW setting.

10. Signal Heads:

- Inspect alignment and visibility.
- Check for broken lenses
- Check for burned-out lamps.
- Check for missing/damaged visors.
- Check for missing/damaged back-plates.

11. Poles & Mast arms:

- Check for missing/damaged H/H covers.
- Check anchor bolt hardware for tightness.
- Check condition of grout.
- Check plumb of pole.
- Check for damage/dents etc.
- If painted, spot paint/primer as needed.
- Remove graffiti, tape residue, signs etc.

12. Pedestrian Push Buttons:

- Check all buttons for operation.
- Check signs for legibility.
- Verify Isolator input and signal operation.

13. Detector Loops:

- Inspect roadway along loop perimeter for exposed wire/conduit, potholes and/or missing sealant.

14. Detector Amplifiers:

- Check that vehicles are being detected.
- Verify that appropriate call is registered on controller.

15. Pull Boxes:

- Check box and lid for proper fit and legend.
- Check box and lid for breakage/cracking.
- Check cables/wires for damaged insulation.
- Remove accumulated dirt/water.
- Treat for insects if needed.



- Check condition of grout.
- Check for missing or damaged delineator posts.
- Check conduit sealant.

16. Electrical Service:

- Check lock for serviceability.
- If pedestal; check meter window for clarity.
- Remove graffiti, tape residue, signs etc.
- Check conduit sealant.
- If pole mounted; a) inspect conduit for damage, b) check ground connection for tightness.

**Type 2 - Conflict Monitor Unit Test**

1. General:

- Place the intersection in flash mode.
- Remove and test the monitor using the MT-180 Tester
- Repair/Adjust as necessary to meet test parameters. (Faults that do not adversely affect the safe operation of the signal are tolerable. They must be documented with a full explanation of the circumstances.)
- Reinstall the tested monitor & restore the signal to full operation.
- Complete the necessary documentation.
- Verify conflict operation by shorting two conflicting field terminals together.
- Reset the Monitor.
- Inspect the cables and connector for damage.
- Verify that the program card is properly seated.
- Verify that all connectors are secure.

**Type 3 - Operational Check/Fixed Time**

1. Cabinet:

- Lubricate locks and hinges as needed.
- Check for evidence of water leakage (caulk/seal as needed).
- Check conduit sealant.
- Check gaskets & seals (lubricate as needed).
- Remove graffiti, tape residue, signs etc.
- Spot paint/prime as needed.
- Inspect wiring and terminations for burnt terminals and/or damaged insulation.
- Vacuum accumulated dirt/debris. No compressed air should be used to blow off dust.

2. Controller:

- Replace controller unit with a refurbished unit from stock.
- Verify interval timing per timing sheet.
- Verify that connector is secure.

3. Flasher:

- Verify that the flasher is properly seated.
- Check flash operation.

4. Relays:

- Check for burnt or overheating contacts.
- Verify that all relays are properly seated.

5. Clocks:

- Verify correct time/DOW setting.
- Manually verify output switch operation

6. Coordination:

- Check sync pulse input.
- Verify dial dwells with absence of sync pulse.
- Verify re-sync when pulse is restored.

7. Signal Heads:

- Inspect alignment and visibility.
- Check for broken lenses.
- Check for burned out lamps.
- Check for missing/damaged visors.
- Check for missing/damaged back-plates.

8. Poles & Mast-arms:

- Check for missing/damaged H/H covers.
- Check anchor bolt hardware for tightness.
- Check condition of grout.
- Check plumb of pole.
- Check for damage/dents etc.
- If painted, spot paint /primer as needed.
- Remove graffiti, tape residue, signs etc.

9. Pull Boxes:

- Check box and lid for proper fit and legend.
- Check box and lid for breaking /cracking

- Remove any accumulated dirt/water.
- Treat for insects if needed.
- Check condition of grout.
- Check for missing or damaged delineator posts.
- Check conduit sealant.

10. Electrical Service:

- Check lock for serviceability.
- If Pedestal, check meter window for clarity.
- Remove graffiti, tape residue, signs etc.
- If pole mounted; a) inspect conduit for damage, b) check ground connection for tightness.

**Type 4 - Group Re-lamping**

1. General:

- Replace lamps
- Inspect alignment and visibility.
- Check for broken lenses.
- Check for missing/damaged visors.
- Check for missing/damaged back-plates.
- Check for evidence of water leakage (caulk/seal as needed).
- Check gaskets & seals (lubricate as needed).
- Remove graffiti, tape residue, signs etc.
- Spot paint/prime as needed.
- Inspect wiring and terminations for burnt terminals and/or damaged insulation.

**Type 5 - Highway Lighting**

1. General:

- Check for broken lenses.
- Check for burned out lamps.
- Check for evidence of water leakage (caulk/seal as needed).
- Check gaskets & seals (lubricate as needed).
- Inspect alignment and visibility.
- Check for missing/damaged visors.
- Remove graffiti, tape residue, signs etc.
- Spot paint/prime as needed.
- Inspect wiring and terminations for burnt terminals and/or damaged insulation.

**2. Poles & Mast-arms:**

- Check for missing/damaged H/H covers.
- Check anchor bolt hardware for tightness.
- Check condition of grout.
- Check plumb of pole.
- Check for damage/dents etc.
- If painted, spot paint /primer as needed.
- Remove graffiti, tape residue, signs etc.

**3. Pull Boxes:**

- Check box and lid for proper fit and legend.
- Check box and lid for breaking /cracking
- Remove any accumulated dirt/water.
- Treat for insects if needed.
- Check condition of grout.
- Check for missing or damaged delineator posts.
- Check conduit sealant.

**4. Electrical Service:**

- Check lock for serviceability.
- If Pedestal, check meter window for clarity.
- Remove graffiti, tape residue, signs etc.
- If pole mounted; a) inspect conduit for damage, b) check ground connection for tightness.

**Type 6 - Battery Backup Systems (BBS)**

**1. General:**

- Check physical condition of batteries, cables and connections.
- Check battery level.
- Test operation of BBS.
- Note use indicators.

## QUOTATION SCHEDULE

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

### 1. SCHEDULED MAINTENANCE

All labor, material, equipment, permits, fees, taxes, etc. to perform scheduled maintenance at the locations listed below. Vendors shall bid on providing (1) scheduled maintenance services at the specified locations. Refer to **Guidelines for Scheduled Maintenance** for the breakdown of each maintenance type. The cost for non-scheduled services will be based on the rates, fees and changes offered by the bidder.

LOCATION	TYPE OF FACILITY	SCHEDULED MAINT. TYPE	QTY	UNIT OF MEASURE	TOTAL
A. Central Ave. & Elm Ave.	Safety Lighting	Type 5	1	Lot	\$ _____
B. American Ave. & Elm Ave.	Safety Lighting	Type 5	1	Lot	\$ _____
C. 24511 W. Jayne Ave., Coalinga CA	Traffic Signal	Type 1 & 2	1	Lot	\$ _____
D. Mountain View & Golden State	Traffic Signal	Type 1, 2 & 6	1	Lot	\$ _____

### 2. HOURLY RATE BY JOB CLASS

A. JOB Classification	HOURLY RATES		
	Regular Time	Over-Time	Premium Over-Time
1.	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____
4.	\$ _____	\$ _____	\$ _____

#### B. Define each Job Classification

1.

2.

3.

4.

**C. Define**

1. Regular Time
2. Overtime
3. Premium Overtime

**D. State when chargeable time starts and stops**

**E. State what is included in hourly rate (i.e. staff and fully equipped vehicle with all necessary equipment).**

**F. How many chargeable staff will be sent on a typical call for service, (include job classification(s)).**

**3. PARTS**

Cost for parts shall be actual cost plus a percentage markup. Vendor must provide a copy of their supplier invoices showing parts used and prices

State markup percentage: \_\_\_\_\_ %

**4. MILEAGE**

State mileage or trip charges, if any. Indicate address of trip origin and destination. State if applicable to and from job.

**5. OTHER CHARGES**

\* State all other charges or fees that will apply. State the amount of the charge or the pricing methodology that will be used to determine the amount.

**NOTE:** \* Charges, fees, reimbursements etc. not identified under the *Quotation Schedule* section will not be allowed.

## CHECK LIST

This Checklist is provided to assist the vendors in the preparation of their bid response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the bid package in order to make the bid compliant. Because this checklist is just a guideline, the bidder must read and comply with the bid in its entirety.

*Check off each of the following:*

1. \_\_\_\_\_ Front page of the Request for Quotation (RFQ) has been signed (original signature) and completed.
2. \_\_\_\_\_ One (1) original and two (2) copies of the RFQ have been provided.
3. \_\_\_\_\_ Addenda, if any, have been completed, signed and included in the bid package.
4. \_\_\_\_\_ The completed *Reference List* as provided with this RFQ.
5. \_\_\_\_\_ The *Quotation Schedule* as provided with this RFQ has been completed, price reviewed for accuracy and any corrections initialed in ink.
6. \_\_\_\_\_ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFQ.
7. \_\_\_\_\_ The *Participation* page as provided within this RFQ has been signed and included
8. \_\_\_\_\_ *Bidder to Complete* page as provided with this RFQ.
9. \_\_\_\_\_ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFQ No.	<u>444-5315</u>
Closing Date:	<u>February 5, 2015</u>
Closing Time:	<u>2:00 P.M.</u>
Commodity or Service:	<u>Traffic Signals &amp; Street Lights - Repair &amp; Maintenance</u>

**This Checklist does not need to be returned with your bid.**



444-5315 ATTACHMENT A

## Scheduled Maintenance Checklist

Serviced by: \_\_\_\_\_

Completed  
Repaired  
Replaced  
Does Not  
Apply

**Cabinet:**

- ☐ Replace filters (Upgrade if needed).
- ☐ Lubricate locks & hinges as needed.
- ☐ Check fan and thermostat operation.
- ☐ Check for evidence of water leakage (caulk/seal as needed).
- ☐ Check conduit sealant.
- ☐ Check gaskets & seals (lubricate if needed).
- ☐ Remove graffiti, tape residue, signs etc.
- ☐ Spot paint/prime as needed.
- ☐ Inspect wiring and terminations for burnt terminals and/or damaged insulation.

- ☐ Test GFI receptacle prior to use.
- ☐ Vacuum or Blow accumulated dirt/debris.

- ☐ Observe indicators for proper operation.
- ☐ Check phase extension per actuation.
- ☐ Verify that cards or modules are properly seated.
- ☐ Verify that connectors are secure.
- ☐ Verify operation/timing per timing sheet.

- ☐ Verify CMU operation by shorting two conflicting field terminals together.
- ☐ Reset the monitor.
- ☐ Observe indicators for proper operation.
- ☐ Inspect ribbon cable on Plus-Monitors for damage.
- ☐ Verify that the program card is properly seated.
- ☐ Verify that connectors are secure.

- ☐ Observe indicators for proper operation.
- ☐ Verify that the switch is properly seated.

- ☐ Observe indicators for proper operation.
- ☐ Verify that the switch is properly seated.
- ☐ Check flash operation (cabinet & Police).

- ☐ Check for burnt or overheated contacts.
- ☐ Verify that the relays are properly seated.

- ☐ Check for correct time/DOW setting.
- ☐ Manually verify output switch operation.

- Simulate actuation and verify proper operation.

- ☐ Observe that current plan is per TOD.
- ☐ Check for correct time/DOW setting.

- ☐ Inspect alignment and visibility.
- ☐ Check for broken lenses
- ☐ Check for burned-out lamps.
- ☐ Check for missing/damaged visors.
- ☐ Check for missing/damaged back-plates.










# **444-5315 ATTACHMENT A** Scheduled Maintenance Checklist

	Completed	Repaired	Replaced	Does Not Apply
<b>Poles &amp; Mast arms:</b>				
<input type="checkbox"/> Check for missing/damaged H/H covers.				
<input type="checkbox"/> Check anchor bolt hardware for tightness.				
<input type="checkbox"/> Check condition of grout.				
<input type="checkbox"/> Check plumb of pole.				
<input type="checkbox"/> Check for damage/dents etc.				
<input type="checkbox"/> If painted, spot paint/primer as needed.				
<input type="checkbox"/> Remove graffiti, tape residue, signs etc.				
<b>Pedestrian Push Buttons:</b>				
<input type="checkbox"/> Check all buttons for operation.				
<input type="checkbox"/> Check signs for legibility.				
<input type="checkbox"/> Verify Isolator input and signal operation.				
<b>Detector Loops:</b>				
<input type="checkbox"/> Inspect roadway along loop perimeter for exposed wire/conduit, potholes and/or missing sealant.				
<b>Detector Amplifiers:</b>				
<input type="checkbox"/> Check that vehicles are being detected.				
<input type="checkbox"/> Verify that appropriate call is registered on controller.				
<b>Pull Boxes:</b>				
<input type="checkbox"/> Check box and lid for proper fit and legend.				
<input type="checkbox"/> Check box and lid for breakage/cracking.				
<input type="checkbox"/> Check cables/wires for damaged insulation.				
<input type="checkbox"/> Remove accumulated dirt/water.				
<input type="checkbox"/> Treat for insects if needed.				
<input type="checkbox"/> Check condition of grout.				
<input type="checkbox"/> Check for missing or damaged delineator posts.				
<input type="checkbox"/> Check conduit sealant.				
<b>Electrical Service:</b>				
<input type="checkbox"/> Check lock for serviceability.				
<input type="checkbox"/> If pedestal; check meter window for clarity.				
<input type="checkbox"/> Remove graffiti, tape residue, signs etc.				
<input type="checkbox"/> Check conduit sealant.				
<input type="checkbox"/> If pole mounted; a) inspect conduit for damage, b) check ground connection for tightness.				
<b>Type 2 - Conflict Monitor Unit Test</b>				
<b>General:</b>				
<input type="checkbox"/> Place the intersection in flash mode.				
<input type="checkbox"/> Remove and test the monitor using the appropriate conflict monitor tester				
<input type="checkbox"/> Repair/Adjust as necessary to meet test parameters.				
(Faults that do not adversely affect the safe operation of the signal are tolerable. They must be documented with a full explanation of the circumstances.)				
<input type="checkbox"/> Reinstall the tested monitor & restore the signal to full operation.				
<input type="checkbox"/> Complete the necessary documentation.				
<input type="checkbox"/> Verify conflict operation by shorting two conflicting field terminals together.				
<input type="checkbox"/> Reset the Monitor.				
<input type="checkbox"/> Inspect the cables and connector for damage.				
<input type="checkbox"/> Verify that the program card is properly seated.				
<input type="checkbox"/> Verify that all connectors are secure.				

# 444-5315 ATTACHMENT A

## Scheduled Maintenance Checklist

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Serviced by: \_\_\_\_\_

Completed  
Repaired  
Replaced  
Does Not  
Apply

### Type 3 Operational check - Fixed Time

#### Cabinet:

- ☐ Lubricate locks & hinges as needed.
- ☐ Check for evidence of water leakage (caulk/seal as needed).
- ☐ Check conduit sealant.
- ☐ Check gaskets & seals (lubricate if needed).
- ☐ Remove graffiti, tape residue, signs etc.
- ☐ Spot paint/prime as needed.
- ☐ Inspect wiring and terminations for burnt terminals and/or damaged insulation.
- If found, determine and isolate cause.
- ☐ Vacuum or Blow accumulated dirt/debris.


#### Controller:

- ☐ Replace controller unit with a refurbished unit from stock
- ☐ Verify internal timing per timing sheet.
- ☐ Verify that connector are secure.


#### Flashers:

- ☐ Verify that the flasher is properly seated.
- ☐ Check flash operation.


#### Relays:

- ☐ Check for burnt or overheated contacts.
- ☐ Verify that the relays are properly seated.


#### Clocks:

- ☐ Check for correct time/DOW setting.
- ☐ Manually verify output switch operation.


#### Coordination:

- ☐ Check sync pulse input.
- ☐ Verify dial dwells with absence of sync pulse.
- ☐ Verify resync when pulse is restored.


#### Signal Heads:

- ☐ Inspect alignment and visibility.
- ☐ Check for broken lenses
- ☐ Check for burned-out lamps.
- ☐ Check for missing/damaged visors.
- ☐ Check for missing/damaged back-plates.


#### Poles & Mast arms:

- ☐ Check for missing/damaged H/H covers.
- ☐ Check anchor bolt hardware for tightness.
- ☐ Check condition of grout.
- ☐ Check plumb of pole.
- ☐ Check for damage/dents etc.
- ☐ If painted, spot paint/primer as needed.
- ☐ Remove graffiti, tape residue, signs etc.


#### Pull Boxes:

- ☐ Check box and lid for proper fit and legend.
- ☐ Check box and lid for breakage/cracking.
- ☐ Check cables/wires for damaged insulation.
- ☐ Remove accumulated dirt/water.
- ☐ Treat for insects if needed.
- ☐ Check condition of grout.
- ☐ Check for missing or damaged delineator posts.
- ☐ Check conduit sealant.


## 444-5315 ATTACHMENT A

### Scheduled Maintenance Checklist

#### Electrical Service:

- ☐ Check lock for serviceability.
- ☐ If pedestal; check meter window for clarity.
- ☐ Remove graffiti, tape residue, signs etc.
- ☐ Check conduit sealant.
- ☐ If pole mounted; a) inspect conduit for damage,  
b) check ground connection for tightness.

Completed  
Repaired  
Replaced  
Does Not  
Apply


Date: \_\_\_\_\_ Location: \_\_\_\_\_

Serviced by: \_\_\_\_\_

#### Type 4 - Group Re-lamping

##### General:

- ☐ Replace all lamps.
- ☐ Inspect alignment and visibility.
- ☐ Check for broken lenses.
- ☐ Check for missing or damaged visors.
- ☐ Check for missing or damaged backplates.
- ☐ Check for evidence of water leakage (caulk/seal as needed.)
- ☐ Check gaskets & seals (lubricate as needed.)
- ☐ Remove graffiti, tape, residue, signs, etc.
- ☐ Spot paint/prime as needed.
- ☐ Inspect wiring and terminations for burnt terminals and/or damaged insulation.

Completed  
Repaired  
Replaced  
Does Not  
Apply


Date: \_\_\_\_\_ Location: \_\_\_\_\_

Serviced by: \_\_\_\_\_

#### Type 5 - Highway Lighting

##### General:

- ☐ Check for broken lenses.
- ☐ Check for burned out lamps.
- ☐ Check for evidence of water leakage (caulk/seal as needed.)
- ☐ Check gaskets & seals (lubricate as needed.)
- ☐ Inspect alignment and visibility.
- ☐ Check for missing or damaged visors.
- ☐ Remove graffiti, tape, residue, signs, etc.
- ☐ Spot paint/prime as needed.
- ☐ Inspect wiring and terminations for burnt terminals and/or damaged insulation.

Completed  
Repaired  
Replaced  
Does Not  
Apply


#### Poles & Mast arms:

- ☐ Check for missing/damaged H/H covers.
- ☐ Check anchor bolt hardware for tightness.
- ☐ Check condition of grout.
- ☐ Check plumb of pole.
- ☐ Check for damage/dents etc.
- ☐ If painted, spot paint/primer as needed.
- ☐ Remove graffiti, tape residue, signs etc.


## 444-5315 ATTACHMENT A

### Scheduled Maintenance Checklist

#### Pull Boxes:

- ☐ Check box and lid for proper fit and legend.
- ☐ Check box and lid for breakage/cracking.
- ☐ Check cables/wires for damaged insulation.
- ☐ Remove accumulated dirt/water.
- ☐ Treat for insects if needed.
- ☐ Check condition of grout.
- ☐ Check for missing or damaged delineator posts.
- ☐ Check conduit sealant.

#### Electrical Service:

- ☐ Check lock for serviceability.
- ☐ If pedestal; check meter window for clarity.
- ☐ Remove graffiti, tape residue, signs etc.
- ☐ Check conduit sealant.
- ☐ If pole mounted; a) inspect conduit for damage,  
b) check ground connection for tightness.

Completed  
Repaired  
Replaced  
Does Not  
Apply



G:\Public\RFQ\FY 2014-15\444-5315 Traffic Signals & Street Lights - Repair & Maintenance\[444-5315 Attachment A.xls]Sheet1