



**REQUEST FOR PROPOSALS  
VENTURA COUNTY SERVICE AUTHORITY  
FOR FREEWAY EMERGENCIES  
FOR  
CALL BOX SYSTEM MAINTENANCE**



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## 1. PROJECT BACKGROUND

The Ventura County SAFE is a regional public agency created pursuant to California Streets and Highways Code section 2550 et seq. to install, maintain and operate a motorist aid call box system in Ventura County. The SAFE Call Box Program provides a current system of approximately 428 call boxes on freeways and state routes, including temporary removals. These call boxes allow motorists to request roadway assistance.

SAFE has a diverse system of call boxes installed on various Caltrans-owned infrastructures. The call boxes are solar powered and have aluminum housings. All call boxes are currently 3G digital cellular and all call boxes have TTY keyboards and screens.

The existing system of call boxes requires extensive year-round maintenance, repairs, and other related fieldwork to ensure the proper functioning and appearance of the SAFE call box system. The purpose of this RFP is to obtain these various maintenance services. Other projects, as they relate to call box construction, removal, upgrading, or installation, may also be involved under the contract resulting from this RFP. The proposed contract is for a period of three years commencing July 1, 2020, with two additional two-year options to extend the contract by SAFE.

## 2. MINIMUM QUALIFICATIONS

To be eligible to submit a proposal for this project, a Proposer (and/or its key personnel to be assigned to this project) must have:

- A minimum of three (3) years of experience in maintaining call box systems or emergency roadside telephone systems with technology similar to call boxes;
- An office located in Ventura County. If Proposer does not currently have a Ventura County office, Proposer will need to own and operate a Ventura County office if awarded the contract; and
- An existing electronic maintenance system to record and track call box repairs and archived data.

## 3. SCOPE OF SERVICES SCHEDULE, AND COMPENSATION

### 3.1 Scope of Services

The SAFE call box system requires year-round maintenance, repairs, and other related fieldwork to ensure the proper functioning and appearance of the call box system. Routine maintenance is conducted monthly while other tasks are performed on an as needed basis. To efficiently manage the maintenance of the Program, a computerized maintenance system is required to communicate with all call boxes in the system and to report issues to the selected Proposer that need to be addressed within predetermined timeframes. In addition, such maintenance system must track and record every repair made to the call box system and allow this information to be viewed and accessed remotely by SAFE and its data reporting consultants.

The selected Proposer is expected to perform the below tasks on all currently installed call boxes and any new call boxes installed during the term of the contract resulting from this RFP. The selected Proposer shall perform the following tasks each month (unless otherwise stated herein):

- Task A – Corrective Maintenance;
- Task B – Preventive Maintenance;
- Task C – Knockdown and Vandalism Repairs;
- Task D – Temporary Removals and Reinstallations;



- Task E – Special Projects; and
- Administrative Tasks

Task E and Administrative Tasks may or may not be a monthly task. There are three (3) special projects under Task E identified for completion over the duration of the contract; 1) implement a callbox reduction plan prepared by SAFE; 2) upgrade the remaining call boxes to 4G cellular service prior to AT&T's announced cutoff date for 3G service; and 3) ensure all call box access pathways allow for proper drainage over the engineered grade of the State's right-of-way, and complete any repairs needed to meet Caltrans roadway drainage standards, as needed. **The complete scope of work is detailed in Appendix A, Scope of Services**, which takes precedence over any inconsistent provisions of this RFP.

### 3.2 PERIOD OF PERFORMANCE

The first contract period shall be three (3) years, commencing on July 1, 2020 and end June 30, 2023. This RFP allows for the option to extend the contract with the mutual agreement of the parties for up to two (2) additional periods of two (2) years each.

### 3.3 COMPENSATION

Tasks A, B, C, D and Administrative Tasks – The Selected Proposer will be paid one monthly flat fee, per call box active during the month, for Tasks A, B, C, D and Administrative Tasks. The flat fee is subject to Consumer Price Index (CPI) adjustments each July 1, beginning in 2021, either up or down. Tasks C and D are subject to percentages of work that must be included within the flat rate, with work above those amounts invoiced on a time and materials basis.

Task E– All work under Task E, Special Projects, shall be compensated on a time and materials basis, unless otherwise agreed by the Contractor and SAFE.

The time and material compensation (for Task E and portions of Tasks C and D) shall be based on the material and labor rates included in the selected Proposer's Price Proposal Form (*Appendix C*) or for subsequent contracting years, the selected Contractor's most current price list, which must be submitted to SAFE once a year for review and shall be valid for one year from date of submittal. Any increase greater than 3% from the cost in the prior contracting period for the same item or service must have the prior approval of the Executive Director of the Ventura County Transportation Commission and Ventura County SAFE (the "SAFE Executive Director"). Additional material price adjustments may be made if there are significant increases in cost of material but must be approved by the SAFE Executive Director.

Maintenance Set Up Fee – The selected Proposer shall be compensated a onetime fee, if one is proposed, for costs associated with the set up and/or upgrade of the electronic maintenance system in order to perform the required tasks detailed in this RFP. This cost shall only be billed once over the term of the contract and shall be billed at the execution of the contract resulting from this RFP or soon thereafter.

Please note that on March 27, 2012 the Department of Industrial relations determined that this work is subject to prevailing wage requirements. Contractor is responsible for complying with all applicable prevailing wage laws

## 4. PROPOSAL FORM

### 4.1 PROPOSAL SUBMISSION

Proposals must be received by SAFE, in both hard copy and electronic form as further described below, no later than **3:00 PM on Wednesday, May 13, 2020**. Proposers must submit one (1) electronic proposal in PDF format on a USB drive, one (1) signed original hard copy of the proposal, two (2) additional hard copies of the proposal, and one (1) hard copy of a financial document described in Appendix F in a sealed envelope labeled "**SAFE Call Box Maintenance Proposal**" to **Ms. Amanda Fagan, Director of Planning and Policy, Ventura County Transportation Commission, 950**



**County Square Drive, Suite 207, Ventura, CA 93003.** The financial documents included with the proposal must be submitted in their own sealed envelope marked “Confidential” within the envelope containing the remainder of the proposal. Proposals received after that date and time will not be considered, unless the late submission is the only one proposal received by SAFE or there was mishandling on the part of SAFE staff. **Faxes and email submissions will not be accepted.** Where mail delivery is used, the Proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at their own risk. SAFE will not be liable or responsible for any late delivery of proposals.

Date	Planned Schedule
April 15, 2020	Issue Request for Proposals
May 13, 2020 @ 3:00 PM	Closing date and time for receipt of proposals
May 28, 2020	Contract award
June 12, 2020	Negotiate and execute contract
July 1, 2020	Start of Project/Begin Work

By submitting a proposal, the Proposer certifies that his or her name or the Proposer’s company’s name, as well as the name of any subcontractor included in the proposal, does not appear on the Comptroller General’s list of ineligible Consultants for federally assisted projects (Debarment and Suspension List).

Proposals shall be considered firm offers to provide the services described in this RFP for a period of one hundred fifty (150) days from the date of their submission.

**4.2 Proposal Contents**

Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the Proposers' capabilities. Each proposal shall include:

- A transmittal letter signed by an official of the firm authorized to solicit business and enter into contracts for the firm. The transmittal letter should include the name and telephone number of a contact person.
- A statement of the Proposer’s experience and qualifications relevant to providing maintenance and other related services as requested under this RFP, which should be limited to three (3) pages. This section should clearly indicate that the Proposer meets the first two minimum qualifications in Section II above.
- Identify any and all subcontractors which the Proposer reasonably expects to work on the project. Provide a statement of the subcontractor’s experience and qualifications relevant to providing maintenance and other related services as requested under this RFP.
- A detailed work plan to perform the required tasks successfully and efficiently including but not limited to: approach, distribution of staff and the tasks they will perform, proposed schedule of work, and potential issues the Proposer foresees and what measures would be taken to resolve them.
- Describe thoroughly how and from where the Proposer plans to obtain and maintain an inventory of the parts and materials necessary to perform all required maintenance Tasks over the entire term of the contract, if awarded.



- Discuss how the Proposer would upgrade the call box firmware if necessary. Include a discussion of any intellectual property rights involved, and how the Proposer will deal with them.
- Describe how the Proposer would upgrade call box modems to 4G prior to AT&T's announced cut-off of 3G service.
- A description of the Proposer's electronic maintenance system for tracking call box repairs and other required data, and how remote, on demand access to that data will be provided the SAFE and its data reporting consultants. Include a discussion of which maintenance system requirements, if any (communications, data, or otherwise), the Proposer's current electronic maintenance system DOES NOT meet, and a plan for bringing the electronic maintenance system into compliance with this RFP.
- A price proposal specifying all costs, inclusive of all applicable surcharges, overhead and profit, to SAFE for the required services detailed in this RFP. A proposal calculation worksheet is attached to this RFP as Appendix C, Price Proposal Form. **Proposers are required to complete and submit this worksheet as their cost proposal.**
- A list of staff members that will be the primary contact and lead for work under this RFP and their work experience. Use Appendix D, Personnel List, attached to this RFP.
- References of three (3) clients other than SAFE for whom the Proposer has done similar or related work within the past three (3) years), along with the names and telephone numbers of a contact person for each reference. The reference form is attached to this RFP as Appendix E, Reference Form.
- A statement proving the Firm's financial stability. One (1) document from the four (4) listed in Appendix F, Financial Stability shall be submitted to SAFE as confidential and separate from the above required forms. To the extent provided for by law, financial records will not be considered part of the proposal for purpose of the California Public Records Act and will be reviewed to determine responsibility only.

## 5. PROPOSAL EVALUATION AND SELECTION PROCESS

### 5.1 REVIEW FOR GENERAL RESPONSIVENESS

SAFE staff, in consultation with the SAFE Counsel, will conduct an initial review of the proposals for general responsiveness and satisfaction of the minimum qualifications listed in Section 2. Any proposal that fails to meet the minimum qualifications or does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation factors listed below will be considered non-responsive. A proposal that fails to include one or more items requested in the above Section 4, Proposal Form, may be considered complete and generally responsive, if evaluation in every criterion is possible.

### 5.2 EVALUATION FACTORS

Responsive proposals will be evaluated by a panel of Board and/or staff representatives from SAFE, partner agency staff, and/or other persons selected by the SAFE Executive Director, based on the following evaluation factors, listed in relative order of importance:

#### A. COST

- See Appendix C-1, Cost Evaluation Form, which will be used to compare Price Proposals. As stated, the quantities shown thereon are for comparison purposes only, and are neither guaranteed nor estimated amounts. For purposes of this comparison, the selection committee will pre-select five (5) undisclosed Items from the Materials List in Appendix C, Price Proposal,





Part II prior to opening of the Proposals, and use a quantity of fifty (50) to calculate an extended price for each.

**B. QUALIFICATIONS AND EXPERIENCE OF FIRM/PERSONNEL AND SUBCONTRACTORS**

- History of completing other similar maintenance contracts
- Demonstration of competence in the services to be provided
- Proof of financial stability as detailed in Appendix F, Financial Stability
- Responses from References

**C. QUALIFICATIONS AND EXPERIENCE OF THE LEAD FIELD TECHNICIAN (RESPONSIBLE FOR DAY-TO-DAY COMMUNICATION AND HIGH LEVEL TECHNICAL ISSUES)**

- Years of direct experience in call box industry
- Experience in managing staff and leading similar projects and technicians

**D. WORK PLAN**

- Approach to completing the required tasks successfully and efficiently
- Understanding of the project and tasks required
- Having necessary resources: appropriate staff, facilities, and equipment and inventory. If Proposer does not currently have a current facility within Ventura County, it must describe in detail the staff, equipment and inventory planned to operate the Ventura County office. In addition, it must describe the size of the planned office including storage capabilities for call boxes.
- Ease of maintenance system to perform required tasks
- Existence of a facility that will be used for Ventura County field office

Following the initial evaluation, SAFE may elect to recommend award to a particular Proposer, with or without interviews, or may enter into discussions with a short list of Proposers, with or without interviews and demonstrations, consisting of those Proposers reasonably likely, in the opinion of the panel, to be awarded the contract. Interviews, if held, may be done by teleconference or in person, as determined by the SAFE Executive Director.

**5.3 Site Visits**

SAFE may or may not conduct site visits to the local office of short-listed Proposers to evaluate quality and appropriateness of Proposer's facility and existing maintenance system.

**6. GENERAL CONDITIONS**

**6.1 Limitations**

This RFP does not commit either SAFE or the Ventura County Transportation Commission to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

**6.2 Award**

Any award made will be to the Proposer whose proposal is most advantageous to SAFE based on the evaluation criteria outlined above.



### 6.3 Binding Offer

A signed proposal submitted to SAFE in response to this RFP shall constitute a binding offer from Proposer to contract with SAFE according to the terms of the proposal for a period of one hundred fifty (150) days after its date of submission, which shall be the date proposals are due to SAFE.

### 6.4 Contract Arrangements

The selected Proposer will be expected to enter into an Agreement with SAFE. The Standard Agreement is attached at Appendix G. Particular attention should be paid to the insurance, bonding and indemnification requirements set forth therein.

If a Proposer wishes to object to the specified insurance coverage levels, required bonding or to propose a change to any other provision of this RFP or of SAFE's contract provisions, the provision and the proposed alternative language and objection must be submitted no later than the deadline for requests for exception stated in the Letter of Invitation to guarantee consideration. Submission of a proposal without having requested changes or exceptions by the deadline shall be deemed acceptance of the standard agreement's terms and conditions.

The contract payment terms will be a combination of flat rate per call box payments and time and materials, as described in Appendix B-1, Payment Schedule. The contract payment terms may also involve a flat rate for upgrade of the maintenance management system. SAFE reserves the right to negotiate changes to the scope of work, provisions, contractual requirements, or task rates in the event the option to extend is exercised.

### 6.5 Protest Requirements and Procedure

- a. Standing to Protest - Protests shall be filed only by a Proposer, that is, an entity that has submitted a timely Proposal in response to this RFP.
- b. Grounds for Protest - Protests shall be based only upon one or both of the following grounds:
  - SAFE failed to follow the procedures and adhere to requirements set forth in this RFP or any addendum thereto.
  - The Protestor alleges misconduct or impropriety by SAFE officials or evaluation team members.
- c. Time for Filing a Protest
  - A protest shall be received no later than three (3) working days after the date the Proposer is notified that it was not selected.
- d. Required Form of Protest

All protests shall be made in writing, containing the information listed below, and shall be filed with SAFE Staff, Ms. Amanda Fagan, at [afagan@goventura.org](mailto:afagan@goventura.org). Protests shall contain the following information:

  - The name, address, and telephone and facsimile numbers of the Protestor;
  - The signature of the Protestor or its representative;
  - Identification of the ground or grounds of protest set forth above in Section 2, "Grounds for Protest," with supporting facts and documentation;
  - All information establishing that the Protestor is a Proposer for the purpose of filing a protest
  - The form of relief requested.

Protest submissions should be concise and logically arranged, but no formal briefs or other technical forms of pleading or motion are required. Supporting documentation may include, but is not limited to, the RFP and any addenda, correspondence, and declarations.

- e. Summary Dismissal of Protest - The Executive Director may summarily dismiss a protest, or specific protest allegations, at any time that the Executive Director determines that the protest





raises issues beyond the scope of this protest procedure as set forth above in Section 2, "Grounds for Protest;" is untimely, frivolous, or without merit; is not submitted in the required form of protest, as set forth above in Section 4, "Required Form of Protest;" or is submitted by a non-Proposer. In such cases, a notice of summary dismissal will be furnished to the Proposers. The decision shall be final with no provision for reconsideration.

- f. Decision by the Executive Director Based on Written Submissions Only - In reaching a decision on the merits of a protest, the Executive Director may consider relevant documentation submitted by the Protestor. If the Executive Director wishes to have additional information submitted by the Protestor that was not included in the protest or documentation from other Proposers, the Executive Director will make a request specifying the information sought and time for submittal. Submissions of additional information that have not been specifically requested by the Executive Director will not be considered. The Executive Director will not conduct a "hearing" nor consider oral testimony. The Executive Director will issue a written decision containing the basis of the decision within 3 working days after a protest has been filed with the Executive Director; however, the time for decision may be extended by the Executive Director. If the Executive Director requests additional documentation from the Protestor or other Proposers, an additional 3 working days will automatically be added to the time for decision. A copy of the decision will be furnished to Proposers. The decision shall be final with no provision for reconsideration or further protest.
- g. Scope of Decision - The scope of the Executive Director's decision shall be limited to whether one or more of the two grounds for protest set forth above in Section 2, "Grounds for Protest," was sustained or denied.
- h. Protest Remedies - If the Executive Director sustains a protest in whole or in part, the Executive Director shall have the sole discretion to determine an appropriate remedy.
- i. Effect on Contracts - The failure of a SAFE official or evaluation team member to comply with the provisions stated in this RFP shall in no way affect the validity of any contract entered into by the SAFE.

### 6.6 Public Records

This RFP and any material submitted by a Proposer in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt by law. Proposals and all evaluation materials associated with this RFP will remain confidential until the SAFE Board of Directors has authorized award.

### 6.7 Grant of License

SAFE acknowledges that all intellectual property and proprietary rights of any type whatsoever, including without limitation all patent rights, copyright rights, trade secrets and/or know-how, contained in or used by any hardware, software, and firmware previously developed by the Proposer and provided to SAFE (collectively the "Proposer Proprietary Rights") belong solely and exclusively to Proposer. Software and any related source codes developed by Proposer for the specific use of SAFE for its call box system shall belong to SAFE and surrendered at the end of the contract. Nothing contained in the contract resulting from this RFP shall be construed to convey any rights or proprietary interest in Proposer's Proprietary Rights to SAFE, except as specifically granted herein. Proposer hereby grants to SAFE a non-exclusive, non-transferable, royalty free license to use the software provided by Proposer in Proposer's performance of its obligations hereunder for the term of the contract resulting from this RFP. Specifically with respect to Proposer's maintenance database, the scope of this license shall be limited to use exclusively by no more than five (5) different users at SAFE and its data reporting contractor, identified by position or name in writing to Proposer from time to time, and for use solely as contemplated by this RFP. Should Proposer provide any deliverable or part of a deliverable that contains software to which a third party holds a copyright, Proposer hereby warrants the existence of a right on the part of Proposer and SAFE to use such software. All data pertaining to information on the call box system is owned by SAFE and shall be surrendered at the end of the contract in the original file format that was provided to Proposer.



**APPENDIX A,  
Scope of Services**

The SAFE call box system requires extensive year-round maintenance, repairs, and other related fieldwork to ensure the proper functioning and appearance of the call box system. Routine maintenance is conducted monthly but some repairs may require immediate attention depending on the nature of the damages to the call box. To efficiently manage the maintenance of the Program, a computerized maintenance system is required to notify the Contractor of repairs needed and to view, track, and record every repair made to the call box system.

**1. GENERAL CONDITIONS**

**1.1 Work to be Done**

Contractor shall perform all work necessary to maintain the SAFE motorist aid call box system in a satisfactory manner as detailed in *Appendix A*, Sections 2, 3 and 4. No tasks under this RFP shall be performed by a subcontractor without the written consent from the SAFE Manager. Unless otherwise provided, Contractor shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the specified flat fee. Instructions for accessing a list of call box location information are attached as Appendix A-1, Call Box Location Information. All work done shall be in compliance with the CHP/Caltrans Call Box and Motorist Aid Guidelines, Caltrans requirements, American with Disabilities Act (ADA) regulation, as well as all applicable state, federal and local laws.

Please note that on March 27, 2012 the Department of Industrial Relations determined that this work is subject to prevailing wage requirements. Contractor is responsible for complying with all applicable prevailing wage laws. Contractor will agree to defend indemnify and hold harmless SAFE and the Ventura County Transportation Commission, its officers, employees and data reporting consultants from and against any claim, lawsuit, administrative proceeding, damages, fines or penalties relating to the issue of non-payment of prevailing wages.

**1.2 Plans and Specifications**

Contractor shall keep at the field office a copy of all plans and specifications to which SAFE shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY, ATM, sonalert or smart card electronic devices as well as painting processes) shall also be kept by Contractor in the field office and be available for review by the SAFE staff or SAFE designated representative. Any call box specification plans the successful Contractor does not have shall be created by Contractor as part of an administrative task and may be facilitated by the SAFE staff.

**1.3 Rights of Entry and Permits**

Contractor shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required to perform the work hereunder.

**1.4 Materials and Workmanship**

All materials, parts and equipment furnished by Contractor shall be of high grade and free from defects. Enclosures shall not be replaced with others of lesser quality as measured by paint brightness, and coating integrity. Quality of work shall be in accordance with generally accepted standards and all work shall be subject to all warranty provisions mentioned in this RFP. Materials and work quality shall be subject to the SAFE Manager's or a designated representative's approval. Contractor shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for future use.

**1.5 Labor**

Only competent workers shall be employed for tasks under this Agreement. Any person found by SAFE to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by Contractor and not re-employed for services under the contract resulting from this RFP.



### **1.6 Inspection**

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by the Executive Director or a designated representative. Any SAFE authorized representative shall have access to the field office.

### **1.7 Condition of Site**

Throughout the term of the Contract, Contractor shall keep call box sites clean and free of rubbish and debris (including removed pad material). All unneeded materials and equipment shall be removed from the call box site immediately or as soon as the materials, tools, and equipment are no longer needed.

### **1.8 Reuse of Parts**

Contractor shall reuse parts that have been damaged or replaced assuming Contractor has repaired the parts and ensures that functionality is not degraded and the integrity of the component is not compromised.

### **1.9 Reserve Inventory**

Contractor is required to maintain a sufficient quantity of call box equipment, parts, and materials in stock in their Ventura County field office to fulfill the requirements of this Scope of Work and its attachments.

### **1.10 Storage of Materials**

Contractor shall store call box housings, electronics, poles, and other appurtenances within their Ventura County field office.

### **1.11 Communication**

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

## **2. CALL BOX MAINTENANCE SYSTEM**

A maintenance system is currently in place to monitor the SAFE call box system whose information may need to be transferred to the Contractor's maintenance system. SAFE is responsible for obtaining all call box data and providing it to the successful Contractor to be inputted into their maintenance system. The Contractor shall facilitate such transfer by working with SAFE to format data accordingly. The Contractor will not be compensated for maintenance tasks until the maintenance system is fully operational. SAFE retains ownership of all files containing call box related data provided to the Contractor and software developed by Contractor for the exclusive use of SAFE and its call box system for the purpose of this project. All such data and software shall be turned over to SAFE at the termination of the contract.

All SAFE call boxes shall be monitored by a maintenance system and each box shall make one (1) call every two (2) days into the system for a diagnostic check-up. The Contractor's maintenance system shall be compatible with the SAFE call box communication devices. It is the Contractor's responsibility to upgrade their maintenance system in order to perform the necessary maintenance tasks described in this section with the SAFE call boxes and the overall system. Contractor shall not change any devices in the call boxes to make them compatible with their maintenance system. The cost of such upgrade shall be included in the Price Proposal Form in Appendix C. Any changes and/or upgrades to the maintenance system that is not for the purpose of performing the tasks required in the project shall be at the cost of the Contractor. SAFE recognizes that the maintenance system hardware and software developed prior to the acceptance of this project is the property of the Contractor.

The maintenance system must record all work orders related to the call box system and other general information and specifications of each call box in the SAFE system as specified in Appendix A-2. These work orders along with call box related general information must be easily retrievable and able to download into an Excel® spreadsheet or similar program. All information, including historical data, within the electronic maintenance system must be accessible to the SAFE staff and its data reporting consultants at any time via Internet connection or equivalent means acceptable to the SAFE Executive Director. The SAFE staff



and its data reporting consultants monitor all repairs done each month, the timeliness of such repairs, and the number of times each call box calls into the maintenance system via the maintenance system.

Contractor shall meet with SAFE Executive Director or his designee and the SAFE data reporting consultants shortly after award of contract to finalize the needs and the layout of the Call Box System Database and to determine appropriate access for SAFE staff and its data reporting consultants.

### **3. CALL BOX MAINTENANCE TASKS**

The Contractor shall perform the following tasks and administrative tasking routinely throughout the term of the contract. All Task E work will be initiated through SAFE-issued Task Orders. Compensation for all work is described in Appendix B-1, Payment Schedule.

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

#### **Task A. Corrective Maintenance**

Contractor shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (battery and solar panel) and the interface with the cellular system or anything that affects the proper function of the call box. All equipment and materials used to perform repairs must be removed immediately after completion of the repair. Corrective maintenance requires that the Contractor be accessible to CHP to report non-operational call boxes.

Upon notification that a call box is out of service from CHP, SAFE, or the maintenance computer, Contractor shall determine the cause and if due to general failure of the call box, Contractor shall take the necessary action to restore it to a good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of corrective maintenance that were reported shall be completed by 5:00 PM on the following day of the repair request, regardless of whether foundation work is required. For events reported on a Friday, holiday or weekend, the call box shall be repaired by 5:00 PM on Tuesday following notification of the event. Contractor shall provide management and field staff sufficient to perform repairs on call boxes within the established time periods. Should the Contractor not be able to meet these specified timeframes, Contractor must notify SAFE Manager in writing with the reasons why such repairs must be delayed.

#### **Task B. Preventive Maintenance**

Contractor shall perform the following preventive maintenance tasks at least two (2) times a year, at approximately six-month intervals as necessary to keep call boxes clean and operational. Contractor shall report to SAFE Manager any unusual findings made while performing preventive maintenance. The preventive maintenance activities for all call boxes shall include, but are not limited to the following tasks:

- 1 Cleaning, sanding off rust and painting of call box housings as necessary (see below);
- 2 Checking call box housing door, magnet, and spring;
- 3 Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- 4 Removal of items not part of call box such as stickers and garbage bags
- 5 Inspection and anti-corrosion treatment of external electrical connections;
- 6 Operational check of call box controls and system operational sequence including:
  - o Removal of faceplate (as necessary);
  - o Perform voice test calls on each call box;
  - o Check outer door, handset and illumination for proper operation;
  - o Check call connect light;



- o Check hook switch; and
- o Check cellular antennae and cable.
- 7 Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds and debris removal);
- 8 Cleaning and bolt tightening for the call box sign;
- 9 Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;
- 10 Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard for functionality and keeping both clean. In addition, Contractor shall make one (1) TTY test call to CHP from two (2) call boxes for which preventive maintenance was performed each day.
- 11 Inspection and repair of the pedestrian pad, if any;
- 12 Inspection of path, if any, for wear and tear or vandalism; and
- 13 Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls.

Contractor shall use preventive maintenance visits to protect boxes from corrosion and fading. The color of all call boxes shall fall between Pantone® yellow no. FL100 and Pantone® yellow no. FL123. Contractor shall replace or repair any such defective enclosures in a timely and satisfactory manner. Contractor shall receive approval from SAFE Manager prior to proceeding with replacement.

#### **Task C. Knockdown and Vandalism Repairs**

Maintenance repairs and/or replacements required as a result of damage by vandalism, or other willful acts, collisions, and other such causes (including insect intrusion) will be performed by Contractor. If damages are reported by 8:00 AM on a workday, Contractor shall have the call box placed back in service, and restored to its original site type by 5:00 PM on the same day. If damages are reported after 8:00 AM, Contractor shall have the call box back in service by 5:00 PM on the following workday. If foundation work is required, Contractor shall have the call box placed back in service by 5:00 PM on the second workday following notification. For events reported on a holiday or weekend, the call box shall be repaired by 5:00 PM on the first workday following the notification. In some cases, knockdown and vandalism repairs may be needed as soon as possible because of a potential hazard. SAFE Executive Director or his designee shall notify Contractor of such events.

Contractor shall provide work orders and other related information on a knocked down call box to SAFE and its designated representative to assist in knockdown recovery efforts.

Contractor shall salvage any or all parts of the damaged call box as long as the integrity of the component is not compromised.

#### **Task D. Temporary Removal and Reinstallation**

##### **1. Temporary Removals**

At the request of SAFE, Contractor shall remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects that come into conflict with SAFE call boxes. Whenever possible SAFE will give two (2) weeks advance notice to Contractor of upcoming temporary removal. In special cases removals may be required immediately. SAFE retains ownership of call boxes authorized for removal, and Contractor shall store removed boxes at its Ventura County location and make all removed call boxes available for reinstallation at any time. Contractor shall coordinate the removal, deactivation of long-term temporary removals, and storage of call boxes as requested by Caltrans or SAFE staff. Contractor shall also maintain proper inventory documentation. In some cases, Contractor may need to pick up boxes that are temporarily removed by Caltrans or its contractor at off-site locations. Coordination for pick up shall be the responsibility of the Contractor. Some call boxes may be temporarily removed for several years, depending on the nature of the construction project.





## 2. Reinstallation

Once construction project is complete and the call box removal is no longer needed, Contractor shall coordinate reinstallation and deferred installation tasks including permitting, site approval, installation, and reactivation. Contractor shall get the call box back in service within four weeks of when Contractor is notified of reinstallation. Some construction projects may cause the call box to be permanently inaccessible. In such cases, Contractor shall recommend new locations for the call boxes to SAFE. In the discretion of SAFE staff, such locations may also be selected for permanent removal rather than relocation. Should the call boxes have new sign numbers or phone numbers due to relocation, Contractor shall notify SAFE, its data reporting consultants and CHP immediately and reflect changes in the maintenance system.

### **Task E. Special Projects**

Contractor may be requested to conduct special projects throughout the term of the Contract. Special projects may include but are not limited to: installation of new call boxes for SAFE, partner agencies, and other entities; removal or relocation of call boxes due to special circumstances; landline conversion of some call boxes; and/or special site evaluations related to the call box system. There are three (3) special projects under Task E. identified for completion over the duration of the contract; 1) implement a call box reduction plan which identifies callboxes to be removed from the system; 2) upgrade the remaining call boxes to 4G cellular service prior to AT&T's announced cutoff date for 3G service; and 3) complete an ongoing project to install and repair access pathways for approximately 20 call boxes using appropriate construction techniques to allow for drainage over the engineered grade of the State's right-of-way and to comply with Caltrans guidance.

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

## **4. ADMINISTRATIVE TASKS**

Over the term of the contract, the Contractor shall be responsible for the administrative tasks detailed below in order to perform maintenance tasks. These administrative tasks shall be included within the flat rate for maintenance proposed by the Proposer.

### **A. Meetings, Field Surveys, and Correspondence**

Contractor shall be required to attend meetings that relate to the call box system as requested by SAFE staff. Contractor shall respond to written and email inquiries regarding the call box system submitted by SAFE staff in a timely manner. In addition, coordination with SAFE staff may be required to assist in producing a monthly report of call box statistical information. At the request of SAFE staff, plans, drawings, maps, and other documents shall be provided by the Contractor to SAFE at no additional cost to SAFE.

### **B. Encroachment Permits**

Encroachment permits are required prior to doing work on Caltrans-owned right of way. Contractor shall be the primary point of contact for Caltrans permit issues related to system expansion and shall coordinate final field surveys and field review meetings to approve or modify call box locations with Caltrans, CHP, and SAFE. Contractor shall prepare and submit encroachment permit applications to Caltrans, as required. Contractor shall comply with all terms of the permits, in particular any requirements related to lane closures necessary to complete the Tasking under this RFP.

### **C. Inventory and Supplies**

SAFE occasionally sells used call box supplies to other vendors and may request Contractor to coordinate sale and delivery of such supplies.

### **D. Maintenance System Management**

Contractor shall maintain and frequently update the call box maintenance system to reflect changes in site location, site type, etc. Contractor shall also maintain an accurate, up to date database containing information on the entire call box system as detailed in Appendix A-2, Call Box System Database.

The Call Box System Database shall include all information relating to system components. This information includes, but is not limited to, controller card type, transceiver model and type, and TTY device type. Fairly recent digital call box pictures and complete latitude and longitude data shall also be included. These are available initially through SAFE and its data reporting consultant, but shall be updated by





Contractor with photos taken during preventive maintenance visits or whenever Contractor makes a change to the call box site. Contractor shall furnish their own digital camera and GPS devices.

The Call Box System Database shall include, at a minimum, the following maintenance information on the call box system:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (if different from the first visit) and description of work performed;
- Description of preventive maintenance visits including the call box sign number, date and time of visit, and description of work performed if it deviates from the standard preventive maintenance requirements;
- Description of other site work including, but not limited to the following: knockdowns, vandalism, sign repair, other repairs, site repairs, CHP reported, removals, reinstallations, and pad replacements. These entries should also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, and date and time of completion.

Some specifications of the Call Box System Database and overall maintenance system may be altered by Contractor with prior written approval from the Executive Director. At the request of the Executive Director, additional information in the Call Box System Database may be added or unnecessary information deleted.

As stated above, all information, including historical data, within the maintenance system must be accessible to SAFE staff at any time via Internet connection or equivalent means acceptable to the SAFE Executive Director or his designee. The SAFE staff monitors all repairs done each month, the timeliness of such repairs, and the number of times each call box calls into the maintenance system.



**APPENDIX A-1,  
Call Box Installed Locations**

A list of current call box location information for sites within the SAFE call box system is presented below. The information presented is derived from a number of sources, among which are the California Highway Patrol and the current maintenance Contractor. While we believe the information presented is accurate, the SAFE does not warrant its accuracy.

SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-001-0002	Active	1		34.04731	-118.94648
VE-001-0003	Active	1		34.04706	-118.94659
VE-001-0006	Active	1		34.05072	-118.95605
VE-001-0007	Active	1		34.05036	-118.95585
VE-001-0016	Active	1		34.05587	-118.96713
VE-001-0017	Active	1		34.05606	-118.96813
VE-001-0022	Active	1		34.06068	-118.97681
VE-001-0023	Active	1		34.06054	-118.97692
VE-001-0026	Active	1		34.06283	-118.98652
VE-001-0027	Active	1		34.06265	-118.98667
VE-001-0035	Active	1		34.06599	-118.99607
VE-001-0039	Active	1		34.06617	-119.00654
VE-001-0048	Active	1		34.07245	-119.01782
VE-001-0049	Active	1		34.07141	-119.0685
VE-001-0056	Active	1		34.07957	-119.02798
VE-001-0057	Active	1		34.07944	-119.02805
VE-001-0063	Active	1		34.08384	-119.0375
VE-001-0067	Active	1		34.08476667	-119.0442667
VE-001-0072	Temporary Removal	1		34.08466667	-119.0515333
VE-001-0073	Active	1		34.08466667	-119.0515333
VE-001-0077	Active	1		34.08623333	-119.0583
VE-001-0083	Active	1		34.09253333	-119.0672
VE-001-0087	Active	1		34.09661667	-119.0744167
VE-001-0097	Active	1	3 Lanes near curve	34.10838333	-119.0796167
VE-001-0102	Active	1	.4 MI/S OF LAS POSAS OVERCROSS	34.1123	-119.0815333
VE-001-0103	Active	1	.4 MI/S OF LAS POSAS OVERCROSS	34.11198333	-119.0816833
VE-001-0106	Active	1	.1 MI/N OF LAS POSAS OVERCROSS	34.11885	-119.0867
VE-001-0107	Active	1	.1 MI/N OF LAS POSAS OVERCROSS	34.11816667	-119.0866
VE-001-0112	Active		.6 MI/N OF LAS POSAS OVERCROSS	34.12546667	-119.0920167
VE-001-0113	Active	1	.2 MI/S OF BATES ROAD	34.12526667	-119.0923

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SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-001-0116	Active	1	.2 MI/S OF WOOD ROAD OVERCROSS	34.13118333	-119.0966
VE-001-0117	Active	1	.2 MI/S OF WOOD ROAD OVERCROSS	34.13101667	-119.0968667
VE-001-0122	Active	1	.4 MI/N OF WOOD ROAD	34.1376	-119.1017
VE-001-0123	Active	1	.4 MI/N OF WOOD ROAD	34.1374	-119.1019667
VE-001-0126	Active	1	.4 MI/S OF HUENEME ROAD	34.14355	-119.1075167
VE-001-0127	Active	1	.4 MI/S OF HUENEME ROAD	34.14268333	-119.1069833
VE-001-0132	Active	1	@ HUENEME ONRAMP	34.14848333	-119.1131333
VE-001-0133	Active	1	@ HUENEME ROAD OFFRAMP	34.14828333	-119.11335
VE-001-0136	Active	1	.2 MI/S OF NAUMAN ROAD	34.1527	-119.1200667
VE-001-0137	Active	1	.2 MI/S OF NAUMAN ROAD	34.15246667	-119.1202667
VE-001-0142	Active	1	.5 MI/S OF ETTING ROAD	34.15673333	-119.1277833
VE-001-0143	Active	1	.5 MI/S OF ETTING ROAD	34.15638333	-119.128
VE-001-0146	Active	1	.5 MI/S OF PLEASANT VALLEY AVE	34.16131667	-119.1372167
VE-001-0147	Active	1	.5 MI/S OF PLEASANT VALLEY AVE	34.16088333	-119.1372167
VE-023-0032	Active	23	23-032T: TRANSITION FROM 101	34.17571667	-118.85235
VE-023-0036	Active	23	23-036T: @ THOU OAK BL / TRANS	34.1808	-118.8601333
VE-023-0037	Active	23	23-037T: @ THOU OAK OV / TRANS	34.17881667	-118.8612833
VE-023-0042	Active	23	3.10 MI/S OF WILBUR UNDERCROSS	34.18648333	-118.86155
VE-023-0043	Active	23	.3 MI/S OF WILBUR UNDERCROSS	34.18628333	-118.8621667
VE-023-0046	Active	23	G2.10 MI/N OF WILBUR UNDERCROS	34.19323333	-118.8608333
VE-023-0047	Active	23	.2 MI/N OF WILBUR UNDERCROSS	34.19285	-118.8615667
VE-023-0052	Active	23	AT JANSS RD	34.19863333	-118.8575833
VE-023-0053	Active	23	.1 MI/S OF JANSS ROAD	34.19888333	-118.8580333
VE-023-0056	Active	23	3.10 MI/N OF JANSS RD	34.20325	-118.8533333
VE-023-0057	Active	23	.3 MI/N OF JANNS ROAD	34.20366667	-118.8537667
VE-023-0062	Active	23	AT AVENIDA DE LOS ARBOLES	34.2105	-118.8486833
VE-023-0063	Active	23	@ AVENIDA DE LOS ARBOLES	34.21228333	-118.8493333
VE-023-0066	Active	23	AT PEDERSON UNDERCROSSING	34.21755	-118.84925
VE-023-0067	Active	23	@ PEDERSON UNDERCROSSING	34.2174	-118.8499
VE-023-0072	Active	23	3.10 MI/N OF PEDERSON UNDERCRS	34.2229	-118.8488667
VE-023-0073	Active	23	.3 MI/N OF PEDERSON UNDERCROSS	34.22298333	-118.8494333
VE-023-0076	Active	23	2.10 MI/N OF SUNSET HILLS	34.2294	-118.8456667
VE-023-0077	Active	23	.2 MI/N OF SUNSET HILLS	34.22968333	-118.8462
VE-023-0082	Active	23	5.10 MI/N OF SUNSET HILLS	34.23393333	-118.84285
VE-023-0083	Active	23	.5 MI/N OF SUNSET HILLS	34.23413333	-118.8434167
VE-023-0086	Active	23	AT OLSEN RD	34.24126667	-118.8397667
VE-023-0087	Active	23	@ OLSEN ROAD	34.24226667	-118.8401167

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VE-023-0092	Active	23	5.10 MI/N OF OLSEN RD	34.24885	-118.8396833
VE-023-0093	Active	23	.5 MI/N OF OLSEN ROAD	34.2489	-118.8403
VE-023-0096	Active	23	1.0 MI/N OF OLSEN RD	34.25641667	-118.8406167
VE-023-0097	Active	23	1.0 MI/N OF OLSEN ROAD	34.2562	-118.8411833
VE-023-0102	Active	23	4.10 MI/S OF TIERRA REJADA RD	34.26175	-118.8463167
VE-023-0103	Active	23	.4 MI/S OF TIERRA REJADA ROAD	34.26138333	-118.8467167
VE-023-0106	Active	23	1.10 MI/N OF TIERRA REJADA RD	34.26785	-118.8518833
VE-023-0107	Active	23	.1 MI/N OF TIERRA REJADA ROAD	34.26753333	-118.8524833
VE-023-0112	Active	23	6.10 MI/N OF TIERRA REJADA RD	34.27366667	-118.8564333
VE-023-0113	Active	23	.6 MI/N OF TIERRA REJADA ROAD	34.2734	-118.85695
VE-023-0116	Active	23		34.27755	-118.8596
VE-023-0117	Active	23		34.27763333	-118.8605
VE-023-0153	Active	23		34.31096667	-118.8789833
VE-023-0165	Active	23		34.31541667	-118.89605
VE-023-0175	Active	23		34.32448333	-118.9018833
VE-023-0186	Active	23		34.3384	-118.9014167
VE-023-0196	Active	23		34.34253333	-118.9086
VE-023-0209	Active	23		34.35255	-118.918
VE-023-0219	Active	23		34.36233333	-118.92
VE-023-0233	Active	23		34.38468333	-118.9154
VE-033-0002	Active	33		34.28245	-119.30531
VE-033-0003	Active	33		34.28229	-119.30563
VE-033-0012	Active	33	.7 MI/S OF STANLEY AVENUE	34.29126667	-119.3061833
VE-033-0013	Active	33	.7 MI/S OF STANLEY AVENUE	34.29141667	-119.3065667
VE-033-0016	Active	33	.3 MI/S OF STANLEY AVENUE	34.29731667	-119.3033333
VE-033-0017	Active	33	.3 MI/S OF STANLEY AVENUE	34.29751667	-119.3037167
VE-033-0022	Active	33	.3 MI/N OF STANLEY AVENUE	34.30441667	-119.2994333
VE-033-0023	Active	33	.3 MI/N OF STANLEY	34.30468333	-119.2998
VE-033-0026	Active	33	.4 MI/S OF SHELL	34.31101667	-119.2965333
VE-033-0027	Active	33	.4 MI/S OF SHELL	34.31118333	-119.2969333
VE-033-0032	Active	33	@ SHELL	34.31673333	-119.29315
VE-033-0033	Active	33	@ SHELL ROAD	34.31633333	-119.2939833
VE-033-0036	Active	33	@ N VENTURA OVERHEAD	34.32501667	-119.2922833
VE-033-0037	Active	33	@ N VENTURA OVERHEAD	34.32505	-119.2926833
VE-033-0042	Active	33	.6 MI/S OF CANADA LARGA	34.3325	-119.2924
VE-033-0043	Active	33	.6 MI/S OF CANADA LARGA	34.33256667	-119.2927667
VE-033-0046	Active	33	@ CANADA LARGA OFFRAMP	34.33996667	-119.2935167

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SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-033-0047	Active	33	@ CANADA LARGA ROAD	34.34	-119.2939833
VE-033-0052	Active	33	.4 MI/N OF CANADA LARGA	34.34648333	-119.2958333
VE-033-0053	Active	33	.4 MI/N OF CANADA LARGA	34.34626667	-119.2960833
VE-033-0056	Active	33	.2 MI/S OF CASITAS VISTA	34.3513	-119.3021833
VE-033-0057	Active	33	.2 MI/S OF CASITAS VISTA	34.3509	-119.3023333
VE-033-0062	Active	33	@ END OF FWY	34.35346667	-119.30575
VE-033-0063	Active	33	@ BEGINING OF FWY	34.3536	-119.3062167
VE-034-0086	Active	34	to be added	34.19646667	-119.10175
VE-034-0102	Active	34	to be added	34.1963	-119.0724
VE-034-0105	Active	34	to be added	34.19635	-119.0661667
VE-101-0006	Active	101	1.10 MI/S OF WESTLAKE BLVD OVR	34.1572	-118.824
VE-101-0007	Active	101	@ WESTLAKE BLVD ONRAMP	34.15713333	-118.8247833
VE-101-0012	Temporary Removal	101	.5 MI/N OF WESTLAKE BLVD	34.16185	-118.8311667
VE-101-0014	Temporary Removal	101	@ HAMPSHIRE ROAD OFFRAMP	34.16535	-118.83645
VE-101-0016	Active	101	@ HAMPSHIRE ROAD ONRAMP	34.16681667	-118.8387167
VE-101-0017	Active	101	AT HAMPSHIRE ROAD	34.16618333	-118.8384667
VE-101-0018	Temporary Removal	101	.3 MI/N OF HAMPSHIRE ROAD	34.16888333	-118.8417333
VE-101-0019	Temporary Removal	101	3.10 MI/N OF HAMPSHIRE ROAD	34.16848333	-118.8419
VE-101-0022	Temporary Removal	101	.1 MI/S OF LIVE OAK UNDERCROSS	34.17136667	-118.8454
VE-101-0023	Temporary Removal	101	3.10 MI/S OF LIVE OAK UNDERCRS	34.17096667	-118.8455833
VE-101-0024	Temporary Removal	101	.2 MI/N OF LIVE OAK UNDERCROSS	34.17398333	-118.8492667
VE-101-0027	Temporary Removal	101	.3 MI/S OF RANCHO ROAD	34.17535	-118.8530667
VE-101-0028	Active	101	1.10 MI/N OF RANCHO ROAD	34.1762	-118.8576333
VE-101-0029	Active	101	.1 MI/S OF RANCH ROAD	34.17591667	-118.8576
VE-101-0036	Active	101	4.10 MI/S OF MOORPARK ROAD	34.17713333	-118.8712
VE-101-0037	Active	101	.3 MI/S OF MOORPARK ROAD	34.1769	-118.87155
VE-101-0038	Temporary Removal	101	1.10 MI/S OF MOORPARK ROAD	34.17745	-118.8756833
VE-101-0042	Temporary Removal	101	3.10 MI/N OF MOORPARK ROAD	34.17836667	-118.8806333
VE-101-0046	Active	101	2.10 MI/S OF LYNN RD OVERCROSS	34.18185	-118.8877667
VE-101-0047	Active	101	@ LYNN ROAD ONRAMP	34.18196667	-118.8888333
VE-101-0053	Temporary Removal	101	.3 MI/N OF LYNN ROAD	34.18451667	-118.8965
VE-101-0056	Active	101	4.10 MI/S OF VENTU PARK RD	34.18456667	-118.9051333
VE-101-0057	Active	101	.4 MI/S OF VENTURA PARK ROAD	34.1842	-118.9047667
VE-101-0066	Active	101	2.10 MI/S OF BORCHARD RD	34.18446667	-118.92315
VE-101-0067	Active	101	.1 MI/S OF BORCHARD ROAD	34.18505	-118.92765
VE-101-0076	Active	101	1.10 MI/S OF CONEJO SCALES	34.19056667	-118.94065
VE-101-0077	Active	101	.1 MI/N OF WENDY DRIVE	34.18895	-118.9377667

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VE-101-0078	Active	101	3.10 MI/N OF WENDY DRIVE	34.19221667	-118.9444333
VE-101-0079	Active	101	.3 MI/N OF WENDY DRIVE	34.19193333	-118.9445833
VE-101-0082	Active	101	6.10 MI/N OF WENDY DRIVE	34.19441667	-118.9484333
VE-101-0083	Active	101	.6 MI/S OF CONEJO SCALES	34.19418333	-118.9486333
VE-101-0084	Active	101	2.10 MI/S OF CONEJO SCALES	34.19646667	-118.9511
VE-101-0085	Active	101	.3 MI/S OF CONEJO SCALES	34.19715	-118.9527167
VE-101-0086	Active	101	AT THE CONEJO SCALES	34.1993	-118.9556167
VE-101-0087	Active	101	NEAR EXIT GATE OF CONEJO SCALE	34.1993	-118.9564
VE-101-0094	Active	101	N/ of Weigh Station exit	34.20045	-118.96045
VE-101-0095	Active	101	N/ of Weigh Station exit	34.20006667	-118.9611333
VE-101-0096	Active	101	5.10 MI/N OF CONEJO SCALES	34.20101667	-118.96465
VE-101-0097	Active	101	N OF CONEJO SCALES	34.20088333	-118.9671833
VE-101-0098	Active	101	Guard Rail - set back 9'	34.20138333	-118.9704167
VE-101-0099	Active	101	to be added	34.20116667	-118.9706333
VE-101-0102	Active	101	1.0 MI/N OF CONEJO SCALES	34.20138333	-118.9734
VE-101-0103	Active	101	.8 MI/S OF CAMARILLO SPRINGS	34.20095	-118.97425
VE-101-0106	Active	101	2.10 MI/S OF CAMARILLO SPRINGS	34.20391667	-118.9806667
VE-101-0107	Active	101	.3 MI/S OF CAMARILLO SPRINGS	34.20335	-118.9807333
VE-101-0108	Active	101	to be added	34.20561667	-118.9841667
VE-101-0109	Active	101	to be added	34.20525	-118.9852167
VE-101-0116	Active	101	9.10 MI/N OF CAMARILLO SPRINGS	34.21048333	-118.9970833
VE-101-0117	Active	101	.6 MI/S OF PLEASANT VALLEY RD	34.21005	-118.997
VE-101-0126	Active	101	4.10 MI/N OF SANTA ROSA RD OVR	34.21611667	-119.0142667
VE-101-0127	Active	101	.4 MI/N OF PLEASANT VALLEY RD	34.21556667	-119.0143
VE-101-0136	Active	101	1.10 MI/N OF DAWSON DR OFF RMP	34.2163	-119.0309167
VE-101-0137	Active	101	@ DAWSON DRIVE OFFRAMP	34.21585	-119.0309
VE-101-0146	Active	101	AT CARMEN DRIVE OFF RAMP	34.21773333	-119.0491667
VE-101-0147	Active	101	.1 MI/S OF CARMEN DR OVERCROSS	34.21741667	-119.0500333
VE-101-0156	Active	101	AT LAS POSAS ROAD OFF RAMP	34.21903333	-119.0661
VE-101-0157	Active	101	.2 MI/S OF LAS POSAS OVERCROSS	34.21856667	-119.0657333
VE-101-0166	Active	101	7.10 MI/N OF LAS POSAS OVRCRS	34.22003333	-119.083
VE-101-0167	Active	101	1.1 MI/S OF CENTRAL AVE OVERCR	34.22115	-119.09115
VE-101-0172	Temporary Removal	101	1.2 MI/N OF LAS POSAS	34.2207	-119.0912667
VE-101-0173	Temporary Removal	101	.6 MI/S OF CENTRAL OVERCROSS	34.22193333	-119.1008333
VE-101-0176	Active	101	AT CENTRAL AVE OFF RAMP	34.22156667	-119.1007167
VE-101-0177	Active	101	.1 MI/S OF CENTRAL AVE OVERCRS	34.22216667	-119.1092
VE-101-0186	Active	101	9.10 MI/N OF CENTRAL AVE	34.22173333	-119.1177167



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VE-101-0187	Active	101	.4 MI/S OF DEL NORTE BLVD	34.22228333	-119.12645
VE-101-0196	Active	101	4.10 MI/N OF DEL NORTE BLVD	34.22208333	-119.1353167
VE-101-0197	Active	101	.4 MI/S OF RICE AVE OVERCROSS	34.22298333	-119.1439
VE-101-0206	Active	101	5.10 MI/N OF SANTA CLARA OVRCR	34.22328333	-119.1509
VE-101-0207	Active	101	.4 MI/S OF ROSE AVE OVERCROSS	34.22565	-119.15935
VE-101-0216	Active	101	1.10 MI/S OF VINEYARD OFF RAMP	34.22813333	-119.1693333
VE-101-0217	Active	101	.3 MI/S OF VINEYARD OVERCROSS	34.2333	-119.1739833
VE-101-0226	Active	101	2.10 MI/S OF WAGON WHL OFF RMP	34.23998	-119.182
VE-101-0227	Active	101	.1 MI/S OF OXNARD BLVD	34.23959	-119.18226
VE-101-0236	Active	101	AT JOHNSON DRIVE ON RAMP	34.24513333	-119.19605
VE-101-0237	Active	101	@ JOHNSON DRIVE OFFRAMP	34.24494	-119.19669
VE-101-0246	Active	101	AT VICTORIA AVE ON RAMP	34.25368333	-119.2123167
VE-101-0247	Active	101	@ VICTORIA AVENUE OFFRAMP	34.25323333	-119.2124
VE-101-0256	Active	101	AT TELEPHONE RD OFF RAMP	34.26086667	-119.2274167
VE-101-0257	Active	101	.3 MI/S OF TELEPHONE ROAD	34.26053333	-119.2276667
VE-101-0266	Active	101	TRANSITION FROM W/B 126	34.26381667	-119.2439167
VE-101-0267	Active	101	@ 126 TRANSITION	34.26381667	-119.2439167
VE-101-0276	Active	101	4.10 MI/N OF LEMON OVERHEAD	34.26043333	-119.2581167
VE-101-0277	Active	101	.7 MI/S OF SEAWARD OVERCROSS	34.26006667	-119.2583167
VE-101-0286	Active	101	3.10 MI/N OF SEAWARD OVERCROSS	34.2694	-119.2723
VE-101-0287	Active	101	@ SEAWARD AVENUE OFFRAMP	34.26921667	-119.27265
VE-101-0296	Active	101	2.10 MI/S OF CALIFORNIA ST	34.27583333	-119.2879333
VE-101-0297	Active	101	.3 MI/S OF CALIFORNIA OVERCRS	34.27583333	-119.2879333
VE-101-0306	Active	101	AT MCBRIDE BRIDGE	34.27911667	-119.30585
VE-101-0307	Active	101	.1 MI/S OF HWY 33 OVERCROSS	34.27858333	-119.3051
VE-101-0312	Active	101	5.10 MI/N OF HWY 33 OVERCROSS	34.28128333	-119.3127833
VE-101-0313	Active	101	.3 MI/S OF W MAIN ST UNDERCRS	34.2809	-119.3127333
VE-101-0322	Active	101	3.10 MI/N OF WEST MAIN ST	34.28465	-119.3205667
VE-101-0323	Active	101	.3 MI/N OF MAIN STREET	34.2849	-119.3220667
VE-101-0326	Active	101	2.10 MI/S OF STATE BEACH OFFRP	34.288	-119.3285833
VE-101-0327	Active	101	.3 MI/S OF SOLIMAR UNDERCROSS	34.28816667	-119.3301667
VE-101-0332	Active	101	2.10 MI/N OF SOLIMAR UNDERCRS	34.29125	-119.3360667
VE-101-0333	Active	101	.2 MI/N OF SOLIMAR UNDERCROSS	34.29248333	-119.3379667
VE-101-0336	Active	101	7.10 MI/N OF SOLIMAR UNDERCRS	34.29718333	-119.34085
VE-101-0337	Active	101	.9 MI/N OF SOLIMAR UNDERCROSS	34.29843333	-119.3424167
VE-101-0342	Active	101	5.10 MI/S OF DULAH RD UNDERCRS	34.30571667	-119.3478833
VE-101-0343	Active	101	.8 MI/S OF DULAH ROAD UNDERCRS	34.30461667	-119.3474167

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VE-101-0346	Active	101	3.10 MI/S OF DULAH RD UNDERCRS	34.30876667	-119.3516
VE-101-0347	Active	101	.3 MI/S OF DULAH ROAD UNDERCRS	34.30965	-119.3537167
VE-101-0352	Active	101	2.10 MI/N OF DULAH RD UNDERCRS	34.31388333	-119.3590333
VE-101-0353	Active	101	.3 MI/S OF SAN MIGUELITO RD	34.31476667	-119.3608167
VE-101-0356	Active	101	AT SAN MIGUELITA RD UNDERCROSS	34.31856667	-119.3657667
VE-101-0357	Active	101	.1 MI/N OF SAN MIGUELITO RD	34.31898333	-119.3673333
VE-101-0362	Active	101	5.10 MI/N OF SAN MIGUELITO RD	34.32191667	-119.3721167
VE-101-0363	Active	101	.8 MI/S OF PADRE JUAN CNY OVER	34.32205	-119.3753667
VE-101-0366	Active	101	4.10 MI/S OF PADRE JUAN CANYON	34.3215	-119.3820833
VE-101-0367	Active	101	.3 MI/S OF PADRE JUAN CNY OVER	34.32106667	-119.3822
VE-101-0372	Active	101	1.10 MI/N OF PADRE JUAN CANYON	34.32255	-119.3904167
VE-101-0373	Active	101	.1 MI/N OF PADRE JUAN CNY OVER	34.32235	-119.3910333
VE-101-0376	Active	101	6.10 MI/N OF PADRE JUAN CANYON	34.32806667	-119.3960667
VE-101-0377	Active	101	.6 MI/N OF PADRE JUAN CNY OVER	34.32895	-119.3975667
VE-101-0382	Active	101	1.1 MI/N OF PADRE JUAN CANYON	34.33446667	-119.4021333
VE-101-0383	Active	101	.9 MI/S OF HOBSON PARK RD UNDR	34.33476667	-119.4033333
VE-101-0386	Active	101	5.10 MI/S OF SEACLIFF OFF RAMP	34.33971667	-119.40915
VE-101-0387	Active	101	.4 MI/S OF HOBSON PARK UNDER	34.33956667	-119.4098
VE-101-0392	Active	101	3.10 MI/N OF SEACLIFF OVERHEAD	34.34441667	-119.4191167
VE-101-0393	Active	101	.1 MI/N OF SEACLIFF OVERHEAD	34.3434	-119.4178333
VE-101-0396	Active	101	4.10 MI/N OF SEACLIFF OVERHEAD	34.34883333	-119.4235833
VE-101-0397	Active	101	.2 MI/S OF MOBILE PIER UNDERCR	34.3481	-119.4236667
VE-101-0402	Active	101	4.10 MI/N OF MOBIL PIER UNDRCR	34.3549	-119.4298833
VE-101-0403	Active	101	.3 MI/N OF MOBILE PIER UNDERCR	34.35405	-119.4292833
VE-101-0406	Active	101	1.10 MI/S OF BREAKERS WAY	34.35641667	-119.4379167
VE-101-0412	Active	101	3.10 MI/S OF LA CONCHITA RD	34.3591	-119.4447167
VE-101-0413	Active	101	.2 MI/S OF LA CONCHITA ROAD	34.35896667	-119.4449833
VE-101-0416	Active	101	3.10 MI/N OF LA CONCHITA RD	34.36566667	-119.4507667
VE-101-0417	Active	101	.3 MI/N OF LA CONCHITA ROAD	34.36493333	-119.4505
VE-101-0422	Active	101	8.10 MI/N OF LA CONCHITA RD	34.37105	-119.4556
VE-101-0423	Active	101	8.10 MI/N OF LA CONCHITA RD	34.37111667	-119.4562167
VE-101-0426	Active	101	.7 MI/S OF BATES ROAD	34.37528333	-119.4637833
VE-101-0427	Active	101	9.10 MI/S OF BATES RD	34.37476667	-119.4629333
VE-101-0432	Active	101	to be added	34.37615	-119.4714333
VE-101-0433	Active	101	1.10 MI/S OF BATES OFF RAMP	34.37615	-119.4714333
VE-118-0002	Active	118	to be added	34.28743333	-119.1546667
VE-118-0003	Active	118	to be added	34.2876	-119.1543

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VE-118-0026	Active	118	to be added	34.27138333	-119.1316833
VE-118-0032	Active	118	to be added	34.26658333	-119.1247
VE-118-0036	Active	118	to be added	34.26225	-119.1182667
VE-118-0042	Active	118	300' West of Santa Clara Ave	34.25746667	-119.1113667
VE-118-0052	Active	118	W/ of Mesa School Road	34.26358333	-119.0948
VE-118-0058	Active	118	T/O W/ of Post Mile 6.0	34.26363333	-119.0812667
VE-118-0066	Active	118	Farm Road T/O	34.26366667	-119.0702667
VE-118-0068	Active	118	W/ of School Buss T/O	34.26365	-119.0631667
VE-118-0084	Active	118	E/ of School Buss T/O	34.26368333	-119.0393667
VE-118-0096	Active	118	East of Groves Place	34.26368333	-119.0190333
VE-118-0106	Active	118	Install near Power Pole	34.26368333	-119.00145
VE-118-0116	Active	118	Install near Power Pole	34.26436667	-118.9843167
VE-118-0126	Active	118	to be added	34.26703333	-118.9669833
VE-118-0133	Active	118	W/ of Balcom Canyon Road	34.26863333	-118.9575667
VE-118-0144	Active	118			
VE-118-0147	Active	118	W/ of Grimes Canyon Rd.	34.27343333	-118.9317167
VE-118-0153	Active	118	to be added	34.27605	-118.9263167
VE-118-0186	Active	118	to be added	34.28476667	-118.8639167
VE-118-0187	Active	118	to be added	34.28338333	-118.8639333
VE-118-0192	Active	118	to be added	34.29048333	-118.8624333
VE-118-0193	Active	118	to be added	34.29086667	-118.86345
VE-118-0196	Active	118	to be added	34.29283333	-118.8526833
VE-118-0197	Active	118	to be added	34.29326667	-118.85215
VE-118-0202	Active	118	to be added	34.29318333	-118.8440167
VE-118-0203	Active	118	to be added	34.29353333	-118.8435167
VE-118-0206	Active	118	to be added	34.29288333	-118.8355667
VE-118-0207	Active	118	to be added	34.29348333	-118.8365167
VE-118-0212	Active	118	1.10 MI/W OF ALAMOS CNY UNDCRS	34.29188333	-118.8285667
VE-118-0213	Active	118	1.1 MI/W OF ALAMOS CNY UNDERCR	34.29233333	-118.8285333
VE-118-0216	Active	118	5.10 MI/W OF ALAMOS CNY UNDCRS	34.29126667	-118.8199833
VE-118-0217	Active	118	.5 MI/W OF ALAMOS CNY UNDERCRS	34.29181667	-118.82005
VE-118-0222	Active	118	AT ALAMOS CANYON UNDERCROSSING	34.29073333	-118.8110667
VE-118-0223	Active	118	@ ALAMOS CANYON UNDERCROSSING	34.2912	-118.81095
VE-118-0226	Active	118	2.10 MI/W OF DUMP ACCESS RD	34.28866667	-118.8027667
VE-118-0227	Active	118	2/10 MI W/OF DUMP ACCESS ROAD	34.28915	-118.8026333
VE-118-0236	Active	118	4.10 MI/E OF MADERA	34.28213333	-118.7870333
VE-118-0237	Active	118	.4 MI/E OF MADERA	34.28265	-118.7870667

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SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-118-0246	Active	118	5.10 MI/W OF ERRINGER UNDERCRS	34.28206667	-118.7693333
VE-118-0247	Active	118	.5 MI/W OF ERRINGER UNDERCROSS	34.28251667	-118.7691833
VE-118-0256	Active	118	5.10 MI/E OF ERRINGER RD	34.28206667	-118.75175
VE-118-0257	Active	118	.5 MI/E OF ERRINGER ROAD	34.28251	-118.75169
VE-118-0266	Active	118	1.10 MI/E OF GALENA UNDERCROSS	34.28205	-118.7343333
VE-118-0267	Active	118	.1 MI/E OF GALENA UNDERCROSS	34.28248333	-118.7255
VE-118-0272	Active	118	2.10 MI/E OF SEQUOIA AVE UNDCR	34.28206667	-118.72545
VE-118-0273	Active	118	.2 MI/E OF SEQUOIA AVENUE	34.2819	-118.7165833
VE-118-0282	Active	118	1.10 MI/E OF TAPO ST UNDERCRS	34.28148	-118.70986
VE-118-0283	Active	118	.1 MI/E OF TAO ST UNDERCROSS	34.28186667	-118.70795
VE-118-0286	Active	118	1.10 MI/E OF KADOTA ST UNDERCR	34.28145	-118.70134
VE-118-0287	Active	118	.1 MI/E OF KADOTA ST UNDERCRS	34.28185	-118.6988167
VE-118-0296	Active	118	1.10 MI/W OF YOSEMITE AVE	34.2814	-118.68115
VE-118-0297	Active	118	.1 MI/W OF YOSEMITE STREET	34.2818	-118.6811833
VE-118-0306	Active	118	1.10 W/OF KUEHNER DR	34.279	-118.6637667
VE-118-0307	Active	118	.1 MI/W OF KUEHNER DRIVE	34.27951667	-118.6644333
VE-118-0312	Active	118	4.10 MI/E OF KUEHNER DR	34.27503333	-118.6574
VE-118-0313	Active	118	.4 MI/E OF KUEHNER DRIVE	34.27498333	-118.6567
VE-118-0316	Active	118	1.0 MI/W OF ROCKY PEAK	34.27028333	-118.6516667
VE-118-0317	Active	118	1.0 MI/W OF ROCKY PEAK ROAD	34.27073333	-118.6516667
VE-118-0322	Active	118	5.10 MI/W OF ROCKY PEAK OVERCR	34.26736667	-118.6440833
VE-118-0323	Active	118	.5 MI/W OF ROCKY PEAK ROAD OVR	34.26796667	-118.6440833
VE-118-0326	Active	118	AT ROCKY PEAK OVERCROSSING	34.268	-118.6351333
VE-118-0327	Active	118	@ ROCKY PEAK OVERCROSSING	34.26823333	-118.6356
VE-126-0012	Active	126	.5 MI/E OF VICTORIA OVERCROSS	34.26986667	-119.2229
VE-126-0013	Active	126	.5 MI/E OF VICTORIA OVERCROSS	34.27023333	-119.2231
VE-126-0022	Active	126	.3 MI/E OF VICTORIA OVERCROSS	34.27228333	-119.2056
VE-126-0023	Active	126	.3 MI/E OF VICTORIA OVERCROSS	34.27271667	-119.2057
VE-126-0032	Active	126	.3 MI/E OF KIMBALL OVERCROSS	34.27463333	-119.1897333
VE-126-0033	Active	126	.3 MI/E OF KIMBALL OVERCROSS	34.27523333	-119.1883333
VE-126-0042	Active	126	.8 MI/W OF SATICOY AVE OVERCRS	34.2801	-119.1715333
VE-126-0043	Active	126	.8 MI/W OF SATICOY AVE OVERCRS	34.2804	-119.1718667
VE-126-0052	Active	126	@ WELLS ROAD OFFRAMP	34.28855	-119.15745
VE-126-0053	Active	126	.3 MI/W OF WELLS RD OVERCROSS	34.28876667	-119.1577667
VE-126-0062	Active	126	1.1 MI/E OF WELLS ROAD OVERCRS	34.29741667	-119.1425333
VE-126-0063	Active	126	1.1 MI/E OF WELLS ROAD OVERCRS	34.3005	-119.1372667
VE-126-0072	Active	126	@ EDWARDS OVERCROSSING	34.30528333	-119.1293833

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VE-126-0073	Active	126	@ EDWARDS OVERCROSSING	34.30566667	-119.1297167
VE-126-0082	Active	126	@ TODD BARRANCA	34.31256667	-119.11715
VE-126-0083	Active	126	@ TODD BARRANCA	34.31295	-119.1174833
VE-126-0092	Active	126	.1 MI/E OF BRIGGS ROAD OVERCRS	34.32305	-119.0997833
VE-126-0093	Active	126	.1 MI/E OF BRIGGS ROAD OVERCRS	34.32301667	-119.1006167
VE-126-0102	Active	126	.3 MI/W OF PECK ROAD OVERCROSS	34.33298333	-119.08785
VE-126-0103	Active	126	.3 MI/W OF PECK ROAD OFFRAMP	34.33331667	-119.0882
VE-126-0112	Active	126	.5 MI/W OF PALM AVENUE OFFRAMP	34.34235	-119.07445
VE-126-0113	Active	126	.5 MI/W OF PALM AVENUE OVERCRS	34.34235	-119.07445
VE-126-0122	Active	126	@ 10TH STREET	34.34978333	-119.0588667
VE-126-0123	Active	126	@ 10TH STREET ONRAMP	34.35016667	-119.0590667
VE-126-0132	Active	126	.3 MI/W OF HALLOCK DRIVE	34.35748333	-119.0443833
VE-126-0133	Active	126	.3 MI/W OF HALLOCK DRIVE	34.3632	-119.0396833
VE-126-0136	Active	126	to be added	34.36293333	-119.0394333
VE-126-0137	Active	126	to be added	34.36293333	-119.0394333
VE-126-0142	Active	126	to be added	34.36621667	-119.0321
VE-126-0143	Active	126	to be added	34.36645	-119.0322667
VE-126-0146	Active	126	to be added	34.3685	-119.02455
VE-126-0147	Active	126	to be added	34.36878333	-119.0246833
VE-126-0152	Active	126	to be added	34.37203333	-119.0169667
VE-126-0153	Active	126	to be added	34.37226667	-119.0172167
VE-126-0156	Active	126	to be added	34.3744	-119.00895
VE-126-0157	Active	126	to be added	34.37471667	-119.0090833
VE-126-0162	Active	126	to be added	34.37611667	-119.001
VE-126-0163	Active	126	to be added	34.3765	-119.0011833
VE-126-0166	Active	126	to be added	34.37808333	-118.9926833
VE-126-0167	Active	126	to be added	34.3784	-118.9928333
VE-126-0172	Active	126	to be added	34.37991667	-118.9834833
VE-126-0173	Active	126	to be added	34.38028333	-118.9835833
VE-126-0176	Active	126	to be added	34.38153333	-118.9748167
VE-126-0177	Active	126	to be added	34.38195	-118.97495
VE-126-0178	Active	126	to be added	34.38306667	-118.9673
VE-126-0179	Active	126	to be added	34.38346667	-118.9675
VE-126-0186	Active	126	to be added	34.38775	-118.9593167
VE-126-0187	Active	126	to be added	34.38805	-118.9595333
VE-126-0192	Active	126	to be added	34.3929	-118.9545167
VE-126-0193	Active	126	to be added	34.3932	-118.9548167



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SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-126-0196	Active	126	to be added	34.39341667	-118.9458167
VE-126-0197	Active	126	to be added	34.39378333	-118.94585
VE-126-0226	Active	126	to be added	34.39771667	-118.8938333
VE-126-0227	Active	126	to be added	34.39778333	-118.8923
VE-126-0232	Active	126	to be added	34.3959	-118.8866667
VE-126-0233	Active	126	to be added	34.3963	-118.8867333
VE-126-0236	Active	126	to be added	34.39538333	-118.8769167
VE-126-0237	Active	126	to be added	34.39568333	-118.8769333
VE-126-0242	Active	126	to be added	34.39563333	-118.8684667
VE-126-0243	Active	126	to be added	34.396	-118.8681333
VE-126-0246	Active	126	to be added	34.39686667	-118.8574167
VE-126-0247	Active	126	to be added	34.39708333	-118.8574667
VE-126-0252	Active	126	to be added	34.3974	-118.8488333
VE-126-0253	Active	126	to be added	34.39761667	-118.8488833
VE-126-0256	Active	126	to be added	34.3989	-118.8426
VE-126-0257	Active	126	to be added	34.3992	-118.8427833
VE-126-0262	Active	126	to be added	34.40073333	-118.83385
VE-126-0263	Active	126	to be added	34.40103333	-118.8338333
VE-126-0266	Active	126	to be added	34.4007	-118.8272333
VE-126-0267	Active	126	to be added	34.40098333	-118.82705
VE-126-0272	Active	126	to be added	34.4006	-118.8158333
VE-126-0273	Active	126	to be added	34.40085	-118.81575
VE-126-0276	Active	126	to be added	34.40068333	-118.8082167
VE-126-0277	Active	126	to be added	34.40091667	-118.8083167
VE-126-0282	Active	126	to be added	34.40316667	-118.79815
VE-126-0283	Active	126	to be added	34.40338333	-118.7982667
VE-126-0286	Active	126	to be added	34.40688333	-118.7911167
VE-126-0287	Active	126	to be added	34.40708333	-118.79135
VE-126-0292	Active	126	to be added	34.41063333	-118.7841167
VE-126-0293	Active	126	to be added	34.41093333	-118.78425
VE-126-0296	Active	126	to be added	34.40831	-118.776
VE-126-0297	Active	126	to be added	34.40833333	-118.7759167
VE-126-0302	Active	126	to be added	34.40726667	-118.7682
VE-126-0303	Active	126	to be added	34.40761667	-118.7696833
VE-126-0306	Active	126	to be added	34.40658333	-118.7575
VE-126-0307	Active	126	to be added	34.40695	-118.7575
VE-126-0312	Active	126	to be added	34.40601667	-118.7514



SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
REQUEST FOR PROPOSAL

April 15, 2020

SIGN	Status	Hwy	Site Description	Latitude	Longitude
VE-126-0313	Active	126	to be added	34.40631667	-118.7514
VE-126-0316	Active	126	to be added	34.40548333	-118.744
VE-126-0317	Active	126	to be added	34.40575	-118.7440833
VE-126-0322	Active	126	to be added	34.40818333	-118.7350167
VE-126-0323	Active	126	to be added	34.40845	-118.7352
VE-126-0326	Active	126	to be added	34.40995	-118.7264333
VE-126-0327	Active	126	to be added	34.41016667	-118.7263333
VE-126-0332	Active	126	to be added	34.40463333	-118.71785
VE-126-0333	Active	126	to be added	34.40521667	-118.7185833
VE-126-0336	Active	126	to be added	34.40265	-118.71055
VE-126-0337	Active	126	to be added	34.40298333	-118.7105833
VE-126-0342	Active	126	to be added	34.40495	-118.7018167
VE-126-0343	Active	126	to be added	34.4049	-118.7026333
VE-150-0002	Active	150	to be added	34.39585	-119.4532167
VE-150-0007	Active	150	to be added	34.39335	-119.43845
VE-150-0018	Active	150	to be added	34.39226667	-119.4219833
VE-150-0026	Active	150	to be added	34.38768333	-119.4140833
VE-150-0042	Active	150	to be added	34.38423333	-119.3929833
VE-150-0058	Active	150	to be added	34.38713333	-119.37385
VE-150-0083	Active	150			
VE-150-0097	Active	150	to be added	34.41565	-119.3595667
VE-150-0108	Active	150	to be added	34.41945	-119.3426667
VE-150-0120	Active	150	to be added	34.42291667	-119.3285
VE-150-0131	Active	150	to be added	34.4253	-119.3113667
VE-150-0141	Active	150	to be added	34.42795	-119.2955
VE-150-0192	Active	150	to be added	34.44745	-119.21575
VE-150-0212	Active	150	to be added	34.43986667	-119.2022667
VE-150-0221	Active	150	to be added	34.43363333	-119.1960833
VE-150-0232	Active	150	to be added	34.43545	-119.1781833
VE-150-0241	Active	150	to be added	34.43643333	-119.1622167
VE-150-0249	Active	150	to be added	34.43776667	-119.1476667
VE-150-0267	Active	150	to be added	34.42888333	-119.11875
VE-150-0283	Active	150	to be added	34.4269	-119.1001333
VE-150-0293	Active	150	to be added	34.4197	-119.0854167
VE-150-0302	Active	150	to be added	34.40805	-119.0837333
VE-150-0312	Active	150	to be added	34.39395	-119.0759667



**APPENDIX A-2,  
System Database Specifications**

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



SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
REQUEST FOR PROPOSAL

April 15, 2020

Dates of all Preventative Maintenance (PM) Visits to Site	✓		✓
Dates and Descriptions of all Corrective Maintenance (CM) or Above Agreement Activities at Site	✓		✓
Work Order Numbers for all CM and AC activities at Site	✓		✓
Digital Site Photographs	✓	✓	



**APPENDIX A-3,  
Standard SAFE Task Order Form**

1. Task Order No. (include FY)	
2. Title of Task:	
3. Description of work:	Summarize key task expectations.
4. Original Maximum Payment:	
5. Amended Maximum Payment:	Include each amendment to maximum payment, by amendment number, for particular fiscal year.
6. Schedule and Completion Date:	
8. Payment terms:	Time and Materials

Payment Terms

Time and Materials (*specify hourly rate for applicable personnel and/or expenses*).

	<u>Personnel/Expense</u>	<u>Purpose</u>	<u>Rate</u>	<u>Hours</u>	<u>Total Cost</u>
1.					
2.					
3.					
4.					
5.					
<b>Total:</b>					

SAFE

Contractor

\_\_\_\_\_  
Darren Kettle, Executive Director

\_\_\_\_\_  
Name, Position

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

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



**APPENDIX B,  
Payment Schedule**

Please note that on March 27, 2012 the Department of Industrial relations determined that this work is subject to prevailing wage requirements. Contractor is responsible for complying with all applicable prevailing wage laws. All tasks detailed in Appendix A, Sections III and IV, performed by the Contractor shall be compensated on a monthly basis according to the below payment schedule:

- Task A, Task B, Task C, Task D and Administrative Tasks. Contractor shall be compensated a flat rate per call box active in the month for all work performed under these Tasks. The flat rate shall include within it the following:
  - For Task C, Knockdown and Vandalism Repairs, the flat rate shall include (at no extra cost to the SAFE) the costs to repair and replace the number of knockdowns equal to ten percent (10%) of the average number of active call boxes during the contract period (“Included Knockdowns”). Included Knockdowns shall be counted from the beginning of each contract period until the applicable percentage is reached. Any knockdown repairs above the included knockdowns during a contract period shall be charged to the SAFE on a time and materials basis, using the prices stated in the Price Proposal Form, as they may have been modified over time. Over the course of the contract period, CONTRACTOR and SAFE shall estimate the number of Included Knockdowns based on the number of call boxes that are active at the start of the contract period. This estimate will serve as the basis for any CONTRACTOR billings for knockdown repairs before the contract has been completed.
  - For Task D, Temporary Removals and Reinstallations, the flat rate shall include at no extra cost to the SAFE the costs to temporarily remove and, when directed by the SAFE Manager, reinstall the number of sites equal to three percent (3%) of the average number of active call boxes during the contract period (“included removals/reinstallations”.) Included removals/reinstallations shall be counted from the beginning of each contract period until the applicable percentage is reached. Any removals/reinstallations above the included removals/reinstallations during a contract period shall be charged to the SAFE on a time and materials basis, using the prices stated in the Price Proposal Form, as they may have been modified over time. Over the course of the contract period, CONTRACTOR and SAFE shall estimate the number of Included Removals/Reinstallations based on the number of call boxes that are active at the start of the contract period. This estimate will serve as the basis for any CONTRACTOR billings for Removals/Reinstallations before the contract has been completed. CONTRACTOR and SAFE may agree to adjust this estimated average, as needed.
- Task E: Contractor shall be compensated on a time and materials basis for special projects per SAFE-issued task orders. Time and material rates shall be based on Contractor’s most current price list, as approved by the SAFE Manager.

Maintenance System Setup/Upgrade Fee: If proposed, Contractor shall be compensated a onetime fee for costs associated with the set up and/or upgrade of the electronic maintenance system in order to perform the required tasks detailed in this RFP. This cost shall only be billed once over the term of the contract and shall be billed at the execution of the contract resulting from this RFP or soon thereafter.



A. Flat Rates

The flat rates for Task A, Task B, Task C, Task D and Administrative Tasks described in Appendix A, Sections 3 and 4, shall include all materials, labor, transportations, and other costs incurred to complete the tasks mentioned above. These flat rates are subject to Consumer Price Increase (CPI) adjustments each July 1, beginning in 2021.

B. Time and Materials

For Task E, described in Section 3, Contractor shall be compensated on a time and material basis. Time and material payment shall be based on the Contractor's most current price and valid for that fiscal year unless there are significant increases in material cost which shall be discussed with the SAFE Executive Director or his designee. All Task E work will be initiated through SAFE-issued Task Orders.

C. Maintenance System Set Up Fee

Contractor shall, if it has proposed one, be paid a onetime fee for all costs associated with the set-up of the maintenance system to meet the requirements detailed in Appendix A, Section II. All cost related to upgrading and/or customizing the maintenance system to be compatible with the SAFE call boxes shall be listed in Appendix C, Price Proposal Form. The Contractor shall be compensated for this cost, as applicable, after the maintenance system is fully operational and has been approved by SAFE Manager. After the Contractor's maintenance system has been accepted, Contractor shall not make further changes or bill for such cost without the prior consent of the SAFE Executive Director or his designee.

D. Invoicing

The selected Contractor shall invoice SAFE on a monthly basis, using a one-page invoice that presents:

- The number of call boxes serviced under Tasks A – D, multiplied by the flat maintenance fee per box, along with associated documentation and work orders detailing the type of work completed for knockdown replacement under Task C.
- The total time and materials needed for that month under Task E, including all associated documentation or work orders detailing the type of work completed.

The maintenance set up fee shall be invoiced once, immediately after the maintenance system is approved by the SAFE Executive Director or his designee.

Contractor shall, after the beginning of a contract period, submit one invoice to the SAFE for the costs for knockdown repairs and removals/reinstallations above the included knockdowns and included removals/reinstallations for the prior contract period. The invoice shall be supported by documentation indicating the call box numbers and dates involved in this work.





**APPENDIX C,  
Price Proposal Form**

All prices proposed in Section I below for Items Price Proposal 1 (PP1) shall include all direct costs (equipment and supplies, labor, transportation, fees, taxes, etc.); indirect costs (fringe benefits, insurance, applicable surcharges, profit, overhead, G&A); and profit. Contractor shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the specified flat rate.

For Item Price Proposal 2 (PP2), Special Projects, state the fully loaded hourly rates for daytime and evening work. In each case, Proposer shall provide one hourly rate to be charged to SAFE, no matter what the actual fully loaded rate for the employee performing work on this Task is.

Item PP3, Maintenance System Setup/Upgrade, is for the cost to have the Proposer’s maintenance system operational to satisfy requirements laid out in this RFP as described in Appendix A, Section 2 and 4D. While including a set-up/upgrade cost is optional for purposes of the proposal, those requirements of the maintenance system must be satisfied whether or not the Proposer includes a onetime cost in its submitted proposal. This is a onetime fee and includes all associated time and materials. It shall be proposed as a total number of dollars needed to complete the Task (e.g., \$1,000, \$4,500, etc.). It is not a per hour fee.

In Section II, Proposer shall list all prices for each call box component listed, new and used if applicable. Proposer may provide approved equal substitutes for any of the components but must be noted.

**I. Price Proposal**

PP1. Per site flat rate monthly maintenance fee per active call box for all work specified in Appendix A, Task 3A, Corrective Maintenance; Task 3B, Preventive Maintenance; Task 3C, Knockdown and Vandalism Repairs, Task 3D., Temporary Removals and Installations, and Section 4, Administrative Tasks	\$
PP2. Fully loaded labor rate for times and materials compensated special projects specified in Appendix A, Task 3E:	
a. Hourly Rate for Regular work, Monday - Sunday (between the hours of 0600 and 1900)	\$
b. Hourly Rate for Night work, Monday - Sunday (between the hours of 2200 and 0500)	\$
PP3. Upgrade/ Set up cost for Maintenance System (onetime fee)	\$



**II. Price Proposal – Materials**

<b>Materials List</b>	<b>New</b>	<b>Refurbished</b>
Digital Aluminum Call Box Assembly	⌘	⌘
10W Solar Panel Assembly	⌘	⌘
20W Solar Panel Assembly	⌘	⌘
Antenna Assembly w/ cable - dual band	⌘	⌘
<b>New Call Box Sites</b> <i>(includes all required materials, and any other costs to SAFE)</i>		
Site Type A	⌘	⌘
Site Type D	⌘	⌘
Site Type F	⌘	⌘
Site Type G	⌘	⌘
Site Type H	⌘	⌘
Site Type K		
Site Type L	⌘	⌘
Site Type M	⌘	⌘
<b>Maintenance Items for Aluminum Call Boxes</b>		
Pole - Regular and Behind Guardrail F type	⌘	⌘
Pole - Modified F2 type		
Aluminum Housing with Front Door		
Saddle (pole mounting)		
Aluminum Faceplate only (no electronics)		
Handset and armored cord	⌘	⌘
Yagi antenna - dual band	⌘	⌘
Corner reflector antenna	⌘	⌘
Tri-band Antenna	⌘	⌘
Mount for corner reflector or Yagi	⌘	⌘
10W solar panel with bracket	⌘	⌘
20W solar panel with bracket	⌘	⌘
RF cable to antenna	⌘	⌘
Solar cable to solar panel	⌘	⌘
Misc other smaller cables and harnesses	⌘	⌘
Aurora Controller Board	⌘	⌘
Interface Board to Aurora Input/Output	⌘	⌘
Digital Radio -- TC65 Siemens radio module	⌘	⌘
TTY Lite Controller Board	⌘	⌘
TTY Lite Illuminated LCD display assembly	⌘	⌘
TTY Keypad	⌘	⌘
Sign Diamond & Anti-Graffiti w/ HR numbers	⌘	⌘
Sign bracket wall mount	⌘	⌘
Solar bracket post wall mount	⌘	⌘
Installation kit	⌘	⌘
Mounting hardware	⌘	⌘
Sign hardware	⌘	⌘
Wind brackets	⌘	⌘
Auger foundation	⌘	⌘
Non-auger foundation	⌘	⌘
60" x 60" composite pad	⌘	⌘
Rapidset concrete	⌘	⌘
General purpose cement	⌘	⌘
Tapco handrail (V-Loc)	⌘	⌘
Conduit and fittings (wall mount)	⌘	⌘
<b>Call Box Upgrade Options (Single Unit Pricing)</b>		
Digital Upgrade — GSM (Aluminum)	⌘	⌘



Materials List	New	Refurbished
Aluminum TTY Lite Upgrade Kit	\$	\$
Combined Digital Upgrade and TTY Upgrade Kit	\$	\$

*Submission of signed Proposal Form is a firm commitment to perform the work specified in Appendix A in accordance with this RFP.*

**III. Contractor's Signature**

Name of Proposing Firm	
Address	
City, State, Zip Code	
Phone Number/Fax No.	
Email address	
Name & Title of Authorizing Official	
Authorized Signature	



**APPENDIX C-1,  
Cost Evaluation Form**

**[DO NOT COMPLETE. WILL BE USED BY SELECTION COMMITTEE]**

References below (PP1, etc.) refer to Items included in Appendix C, Price Proposal Form. The quantities shown below are for comparison purposes only, and are neither guaranteed or estimated amounts.

<b>TASKING</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>EXTENDED PRICE</b>
PP1. Per site flat rate monthly maintenance fee per active call box	\$	428	\$
PP2. Fully loaded labor rate for times and materials compensated special projects			
a. Hourly Rate for Regular work, Monday - Sunday (between the hours of 0600 and 1900)	\$	200	\$
b. Hourly Rate for Night work, Monday - Sunday (between the hours of 2200 and 0500)	\$	20	\$
c. Cost for 50 units of five (5) preselected Items from Materials List			
Item A	\$	50	\$
Item B	\$	50	\$
Item C	\$	50	\$
Item D	\$	50	\$
Item E	\$	50	\$
PP3. Upgrade/ Set up cost for Maintenance System (onetime fee, if applicable)	\$	1	\$
<b>EXTENDED TOTAL FOR ANNUAL COST COMPARISON</b>			\$



**APPENDIX D,  
Personnel List**

Please provide information for lead staff members that will be involved in the work as described in this RFP. It is not required that Contractor fill out all six (6) boxes.

**1. Project Director (responsible for overall administration and contract issues)**

**Name:**

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Position Title:

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Years of Experience:

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Brief Description of Past Experience:

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**2. Lead Field Technician (responsible for day-to-day communication and high-level technical issues)**

**Name:**

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Position Title:

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Years of Experience:

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Brief Description of Past Experience:

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**5. Staff Name:**

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Position Title:

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Years of Experience:

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Brief Description of Past Experience:

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**6. Staff Name:**

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Position Title:

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Years of Experience:

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Brief Description of Past Experience:

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**APPENDIX E,  
Contractor's Reference Form**

Name of Bidding Company

Representative Name & Title

Phone Number

Please provide three (3) separate references of clients with contracts of \$50,000 or more annually in the last three (3) years that Proposer feels are representative of the experience and qualifications necessary to perform the Tasking in this RFP. References will be contacted during the period between May 13, 2020 to May 28, 2020. It is the Contractor's responsibility to provide reliable and responsive references. Only the three (3) references listed below will be contacted; additional references will not be considered.

The following information is required for each reference given (additional sheets may be used if necessary):

**1. Client's Name**

Contact Person

Address

City & Zip Code

Phone Number & Email

Type of Work Performed

Contract Amount \$

**2. Client's Name**

Contact Person

Address

City & Zip Code

Phone Number & Email

Type of Work Performed

Contract Amount \$



**3. Client's Name**

---

Contact Person

---

Address

---

City & Zip Code

---

Phone Number & Email

---

Type of Work Performed

---

Contract Amount \$

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**APPENDIX F,  
Financial Responsibility**

To the extent provided for by law, financial records will not be considered part of the proposal for purposes of the California Public Records Act, will be reviewed to determine financial responsibility only.

Please submit one (1) copy of one of the following four (4) financial documents listed below to the SAFE Executive Director **in a separate sealed envelope marked "Confidential"**. There is no preference to which financial document is submitted.

1. Reference letter from your bank, indicating financial responsibility.
  
2. Federal Income Tax Returns for two (2) most recent years available.
  
3. Profit/Loss Statement for two (2) most recent quarters available.
  
4. Dunn and Bradstreet Report or credit report by a recognized credit reporting service issued after January 31, 2014.

**APPENDIX G. STANDARD AGREEMENT**

**AGREEMENT BETWEEN  
VENTURA COUNTY TRANSPORTATION COMMISSION  
AND**

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**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Ventura County Transportation Commission, acting at its capacity as the Service Authority Freeway Emergencies (hereinafter referred to as "SAFE") and \_\_\_\_\_, (hereinafter referred to as "CONTRACTOR")

**WITNESSESETH**

**WHEREAS**, SAFE requires CONTRACTOR'S services to install maintain and repair motorist aid call boxes on freeways, highways, and other locations within the boundaries of Ventura County and;

**WHEREAS**, said services cannot be performed by the regular employees of SAFE and;

**WHEREAS**, CONTRACTOR has represented it has the necessary experience, expertise and personal and desires to perform such services; and

**WHEREAS**, performing the services for SAFE by CONTRACTOR is authorized by the provisions of Sections 2552 and 2554 of the Streets and Highway Codes of the State of California;

**NOW IT IS MUTUALLY AGREED AND UNDERSTOOD** by SAFE and CONTRACTOR as follows:

**1. STATEMENT OF AGREEMENT**

SAFE hereby engages CONTRACTOR, and CONTRACTOR hereby accepts such engagement, to perform the services on the terms and conditions herein described and for the compensation herein provided, all as set forth in Attachment A (Scope of Work) to this agreement. CONTRACTOR hereby warrants that it has the qualifications, experience and facilities to properly perform said services and hereby agrees to undertake and complete the performance thereof for the professional services as an independent contractor, and it does not render CONTRACTOR as employee of the SAFE for any purpose whatsoever. CONTRACTOR shall at all times retain the status of independent contractor.

**2. DESCRIPTION OF SERVICES**

The services to be performed by CONTRACTOR are those set forth in Attachment A, Scope of Work and further clarified in Attachment B, Project Proposal dated \_\_\_\_\_ 2020 of this Agreement. In the event of a conflict between any specific provision of this Agreement and any provision of Attachment A or Attachment B, the provisions of this Agreement shall prevail. In the event of any conflict between any provisions of Attachment A and Attachment B, the provisions of Attachment A shall prevail over conflicting provisions of Attachment B. All work by the CONTRACTOR shall be performed in a good and workmanlike manner.

**3. COMPENSATION**

Please note that on March 27, 2012, the Department of Industrial Relations determined that this work is subject to prevailing wage requirements.

3.1 SAFE shall pay CONTRACTOR a monthly flat fee of \_\_\_\_\_ per call box active during the month for preventive and corrective maintenance of call boxes, temporary removals and reinstallations, and knockdowns and vandalism repairs (Tasks A, B, C, and D in Section 3 of Attachment A), and shall not exceed \$\_\_\_\_\_ per month, based on the current total number of callboxes, 428. Should SAFE reduce the total number of call boxes, the per box fee and monthly not to exceed amount shall be in accordance with Table 3.1 below.

## APPENDIX G. STANDARD AGREEMENT

Table 3.1				
Units	<b>428 (100%)</b>	<b>(90%)</b>	<b>(85%)</b>	<b>(75%)</b>
Price per box				
Monthly not to exceed				

These rates shall be subject to annual Consumer Price Index (CPI) adjustments on July 1 of each year, beginning in 2021, and are acknowledged to include CONTRACTOR's direct labor costs, indirect costs, and profit.

3.2 Knockdown and Vandalism Repairs, the flat rate shall include at no extra cost to the SAFE the costs to repair and replace knockdowns equal to ten percent (10%) of the average number of active call boxes during the contract period ("Included Knockdowns").

Knockdowns shall be counted from the beginning of the contract period until the end of the contract period. Any knockdown repairs above the Included Knockdowns during a contract period shall be charged to the SAFE on a time and materials basis. An additional \$20,000 per year is reserved by SAFE for repairs exceeding the ten percent of the active call boxes. This amount will be authorized for payment based on actual costs submitted by CONTRACTOR.

Over the course of the contract period, CONTRACTOR and SAFE shall estimate the number of Included Knockdowns based on the number of call boxes that are active at the start of the contract period. This estimate will serve as the basis for any CONTRACTOR billings for knockdown repairs before the contract has been completed. CONTRACTOR and SAFE may agree to adjust this estimated average, as needed. After the contract has been completed, or in case of termination or rescission, SAFE shall calculate the final number of Included Knockdowns and, if a difference exists between the estimated and final Included Knockdowns, SAFE either shall pay CONTRACTOR for its repairs above the Included Knockdowns (based on actual costs submitted by CONTRACTOR) or shall withhold any overpayment for knockdown repairs from its final payment to CONTRACTOR.

3.3 Temporary Removals and Reinstallations, the flat rate shall include at no extra cost to the SAFE the costs to temporarily remove and, when directed by the Executive Director, reinstall sites equal to three percent (3%) of the average number of active call boxes during the contract period ("included Removals/Reinstallations"). Included Removals/Reinstallations shall be counted from the beginning of each contract period until the applicable percentage is reached. Any removals/reinstallations above the included removals/reinstallations during a contract period shall be charged to the SAFE on a time and materials basis.

Over the course of the contract period, CONTRACTOR and SAFE shall estimate the number of Included Removals/Reinstallations based on the number of call boxes that are active at the start of the contract period. This estimate will serve as the basis for any CONTRACTOR billings for Removals/Reinstallations before the contract has been completed. CONTRACTOR and SAFE may agree to adjust this estimated average, as needed. After the contract has been completed, or in case of termination or rescission, SAFE shall calculate the final number of Included Removals/Reinstallations and, if a difference exists between the estimated and final Included Removals/Reinstallations, SAFE either shall pay CONTRACTOR for its repairs above the Included Removals/Reinstallations (based on actual costs submitted by CONTRACTOR) or shall withhold any overpayment for removals/reinstallations from its final payment to CONTRACTOR.

3.4 For Special Projects outlined in Scope of Work Attachment A (Section 3, "Task E. Special Projects"), CONTRACTOR shall be compensated on a time and material basis.

3.5 Any time and material charges and payments shall be based on the material and labor rates included in CONTRACTOR's Price Proposal Form (Exhibit A) or, if applicable, Contractor's most current price list,



## **APPENDIX G. STANDARD AGREEMENT**

which must be submitted to SAFE once a year for review and shall be valid for one year from date of submittal. Any increase greater than 3 percent from the cost in the prior contracting period for the same item or service must have the prior approval of the Executive Director. Additional material price adjustments may be made if there are significant increases in cost of material but must be approved by the Executive Director.

3.6 CONTRACTOR will bill SAFE monthly for expenses incurred during the month. SAFE will pay CONTRACTOR within thirty (30) days of receipt of invoice and monthly progress report. Each invoice shall be supported by an itemized statement of costs claimed to have been incurred by CONTRACTOR in the performance of the Agreement during the period covered by such invoice.

[OPTIONAL, IF INCLUDED IN CONTRACTOR'S PROPOSAL]:

3.7 SAFE shall provide CONTRACTOR a onetime payment of \$\_\_\_\_\_ for costs associated with the set up and/or upgrade of the electronic maintenance system in order to perform the required tasks detailed in this Agreement. CONTRACTOR shall bill for this payment at the execution of this Agreement.]

### **4. ASSIGNMENT AND SUBCONTRACTING**

4.1 This agreement is for professional services and CONTRACTOR may not assign its rights under this agreement nor delegate the performance of its duties without the SAFE's prior written consent.

4.2 CONTRACTOR shall complete all professional services under this Agreement and as set forth in Attachment A. CONTRACTOR may assign duties to another subcontractor upon prior written consent of the SAFE. Any assignment or delegation without SAFE's prior written consent shall be void.

### **5. RELATIONSHIP OF THE PARTIES**

CONTRACTOR shall at all times retain the status of independent contractor. CONTRACTOR shall represent the will of SAFE only as to the results of the subject matter of this agreement, and not as to the manner in which the services herein are performed, except as provided in Attachment A. CONTRACTOR shall have complete control and responsibility over the details and performance of the services herein required to complete the agreement, and in no event shall CONTRACTOR be considered an officer, agent, servant or employee of SAFE.

### **6. INSURANCE AND BONDING**

CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, his agents, representatives, employees or subcontractors.

#### **6.1 MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

- (1) Commercial General Liability (CGL) Insurance. A policy of Commercial General Liability under Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$5,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- (2) Comprehensive Automobile Liability Insurance. CONTRACTOR shall procure Comprehensive Automobile Liability Insurance written for bodily injury, including death, and property damage, however occasioned occurring during the policy term, in the amount of not less than \$2,000,000, combined single limits per occurrence, applicable to all owned, non-owned and hired vehicles. This coverage shall include contractual liability.

## APPENDIX G. STANDARD AGREEMENT

(3) Statutory Worker's Compensation and Employer's Liability Insurance. CONTRACTOR shall maintain a policy of California Worker's Compensation coverage in statutory amount and Employer's Liability coverage for not less than one \$1,000,000 per occurrence for all employees of CONTRACTOR engaged in services or operations under this Contract.

(4) Professional Errors and Omissions Liability Insurance. If CONTRACTOR provides and/or engages the services of any type of professional services, including, but not limited to, engineers and architects, whose failure due to a mistake or deficiency in design, formula, plan, specifications, advisory, technical or other services could result in liability, CONTRACTOR shall obtain professional errors and omissions liability insurance. Coverage will meet or exceed the following minimum requirements:

(a) Limits shall not be less than \$1,000,000 each claim and \$3,000,000 aggregate total for all claims and shall be solely dedicated to claims arising from professional services provided in this project.

(b) Coverage to apply to all professionals. In the event that CONTRACTOR has an excess policy, excess coverage shall be allowed to achieve the \$3,000,000 aggregate total.

(c) The policy period shall provide coverage through the date of substantial completion and include a 60-month extended reporting period beyond such substantial completion.

(d) Coverage shall include contractual liability.

If the contractor maintains higher limits than the minimums shown above, Ventura County. SAFE requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the SAFE.

6.2 Additional Insured Endorsement. Any general liability policy provided by CONTRACTOR hereunder shall contain an additional insured endorsement that applies its coverage to SAFE, the members of the SAFE Board of Directors and its officers, agents, employees and volunteers. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38, and CG 20 37 if a later edition is used.

6.3 Primary Coverage. CONTRACTOR's insurance coverage shall be primary insurance as respects SAFE, its officers, agents, employees, and volunteers. Any SAFE self-funded program and/or insurance policy shall be excess only and not contributing to such coverage.

6.4 Form of General Liability Insurance Policies. All general liability policies shall be written to apply to all bodily injuries, including death, property damage, personal injuries and other covered loss, however, occasioned, occurring during the policy term, and shall specifically insure the performance by CONTRACTOR of that part of the indemnity agreement contained in this agreement relating to liability for injury to or death or persons and damage to property per project, per location aggregate endorsement. If the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, SAFE may require additional coverage to be purchased by CONTRACTOR to restore the required limits. CONTRACTOR may combine primary, umbrella and as broad as possible excess liability coverage to achieve the total limits indicated above. Any umbrella or excess liability policy shall include the Additional Insured Endorsement described above.

6.5 Subcontractor's Insurance. CONTRACTOR shall make certain that any and all subcontractors hired by the CONTRACTOR carry insurance meeting the requirements of this Section 6. If any subcontractor's coverage does not comply with the foregoing provisions, CONTRACTOR shall indemnify and hold SAFE harmless of and from any damages, lost or cost or expense, including attorney's fees, incurred by SAFE as a result thereof.

## APPENDIX G. STANDARD AGREEMENT

### 6.6 General Provisions.

(1) Evidence of Insurance. CONTRACTOR shall, as soon as practicable following the placement of insurance required hereunder, but in no event later than the effective date of this Contract, deliver to SAFE certificates of insurance evidencing the same, together with appropriated separate endorsements thereto, evidencing that CONTRACTOR has obtained such coverage for the period of this Contract. CONTRACTOR shall deliver certified copies of the actual insurance policies specified herein, within thirty days after commencement of work. Thereafter, copies of renewal policies, or certificates and appropriate separate endorsements thereof, shall be delivered to SAFE within thirty (30) days prior to the expiration of the term of any policy required herein. CONTRACTOR shall permit SAFE at all reasonable times to inspect any policies of insurance of CONTRACTOR that CONTRACTOR has not delivered to SAFE.

(2) Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

- (a) The policy retroactive date coincides with or preceded Contractor's commencement of work under this Contract (including subsequent policies purchased as renewals or replacements).
- (b) CONTRACTOR will make every effort to maintain similar insurance during the required extended period of coverage following expiration of this Contract, including the requirement of adding all additional insured.
- (c) If insurance is terminated for any reason, CONTRACTOR shall purchase an extended reporting provision of at least two years to report claims arising in connection with this Contract.
- (d) The policy allows for reporting of circumstances or incidents that might give rise to future claims.

6.7 Failure to Obtain or Maintain Insurance: SAFE Remedies. If CONTRACTOR, for any reason, fails to maintain insurance coverage which is required pursuant to this agreement, or to deliver certified copies or appropriate certificates of such insurance, the same shall be deemed a material breach of this agreement. SAFE, at its sole option, may forthwith terminate this agreement and obtain damages from CONTRACTOR resulting from said breach. Alternatively, SAFE may purchase such required insurance coverage, and without further notice to such required insurance coverage, and without further notice to CONTRACTOR, SAFE may deduct from sums due to CONTRACTOR any premium costs and expenses advanced by SAFE for such insurance.

6.8 No Limitation of Obligations. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the CONTRACTOR, and any approval of said insurance by SAFE or its insurance contractor(s), are not intended to or shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the CONTRACTOR pursuant to this Contract, including, but not limited to, the provisions concerning indemnification.

6.9 Notice of Cancellation of Change of Coverage. All insurance and the certificates of insurance provided by CONTRACTOR must evidence that the insurer providing the policy will give SAFE thirty (30) days written notice, at the address shown in Section 13 of this Contract, in advance of any lapse, cancellation, reduction or other adverse change respecting such insurance.

6.10 Qualifying Insurer. All policies of insurance required hereby shall be issued by companies which have been approved to do business in the State of California by the State Department of the Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A:VII according to the current AM Best Rating Guide, or a company of equal financial stability as determined by SAFE.

## **APPENDIX G. STANDARD AGREEMENT**

6.11 Review of Coverage. SAFE retains the right at any time to review the coverage, form and amount of insurance required herein, and may require CONTRACTOR to obtain additional insurance reasonably sufficient in coverage, form, amount to provide adequate protection against the kind, and extent of risk that exists at the time of change in insurance required.

6.12 Subcontractors. CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all requirements from subcontractors. For CGL coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 and CG 20 40.

6.13 Bonding. CONTRACTOR shall provide the following bonds from an AM Best A-VII-rated surety admitted in the State of California:

- A. A performance bond in the amount of \$1,000,000; and
- B. A payment (labor and materials) bond in the amount of any approved subcontract.

### **7. INDEMNIFICATION**

Notwithstanding the existence of insurance coverage required of CONTRACTOR pursuant to this contract, CONTRACTOR shall save, keep, indemnify, hold harmless and defend SAFE and its appointed and elected officials, officers, employees and agents, from every claim or demand made and every liability, loss damage or expense of any nature whatsoever and all costs or expenses incurred in connection therewith, which arise at any time, by reason of damage to the property of, or personal injury to, any person, occurring or arising out of the performance of CONTRACTOR, its officers, agents or employees, including but not limited to, its subcontractors, of the work required pursuant to this agreement, occasioned by any alleged or actual negligent or wrongful act or omission by CONTRACTOR including any such liability imposed by reason of any infringement or alleged infringement of rights or any person or persons, firm or corporation, in consequence of the use in the performance of CONTRACTOR of the work hereunder of any article or material supplied or installed pursuant to this agreement.

7.1 CONTRACTOR will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection herewith;

7.2 CONTRACTOR will promptly pay any judgment rendered against SAFE, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities; and,

7.3 In the event SAFE, its officers, agents or employees is made party to any action or proceeding filed or prosecuted against CONTRACTOR for such damages or other claims arising out of or in connection with the sole negligence or wrongful acts of CONTRACTOR hereunder, CONTRACTOR agrees to pay SAFE, its officers, agents, or employees, any and all costs and expenses incurred by SAFE, its officers, agents or employees in such action or proceeding, including but not limited to, reasonable attorney's fees.

### **8. PRODUCTS**

Except to the extent provided herein, all products prepared by CONTRACTOR as described in the Scope of Work become the sole property of the SAFE upon completion of this agreement.

8.1 Data Furnished by SAFE: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("SAFE Data") made available to the CONTRACTOR by SAFE for use by the CONTRACTOR in the performance of its services under this agreement shall remain the property of SAFE and shall be returned to SAFE at the completion or termination of this agreement. No license to such SAFE Data, outside of the Scope of Work of the Project, is conferred or implied by the CONTRACTOR's use or possession of such SAFE Data. Any updates, revisions, additions or enhancements to such SAFE Data made by the CONTRACTOR in the context of the Project shall be the property of SAFE.

## **APPENDIX G. STANDARD AGREEMENT**

8.2 Ownership of Work Product: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("Work Product") written or produced by the CONTRACTOR under this agreement and provided to SAFE as a deliverable shall be the property of SAFE. CONTRACTOR will be required to assign all rights in copyright to such Work Product to SAFE.

8.3 Personnel and Level of Effort: Personnel assigned to the work will be specified in an attachment to the agreement. No substitution of personnel will be allowed without prior written approval of SAFE.

8.4 Subcontracts: No subcontracting of any or all of the services to be provided by CONTRACTOR shall be allowed without prior written approval of SAFE. SAFE is under no obligation to approve any subcontractors.

8.5 CONTRACTOR's Records. CONTRACTOR shall keep complete and accurate books, records, accounts and any and all work products, materials, and other data relevant to its performance under this Agreement. All such records shall be available to SAFE for inspection and auditing purposes. The records shall be retained by CONTRACTOR for a period of not less than four (4) years following the fiscal year of the last expenditure under this agreement.

8.6 Proprietary Rights. SAFE acknowledges that all intellectual property and proprietary rights of any type whatsoever, including without limitation all patent rights, copyright rights, trade secrets and/or know how, contained in or used by any hardware, software, and firmware provided to SAFE hereunder or used or developed by CONTRACTOR to provide services to SAFE under this Agreement (collectively

The "CONTRACTOR Proprietary Rights") belong solely and exclusively to CONTRACTOR. Nothing contained in this Agreement shall be construed to convey any rights or proprietary interest in CONTRACTOR'S Proprietary Rights to SAFE, except as specifically granted herein. CONTRACTOR hereby grants to SAFE a non-exclusive, non-transferable, royalty free license to use the software provided by CONTRACTOR in CONTRACTOR's performance of its obligations hereunder for the term of this Agreement. Specifically with respect to CONTRACTOR's maintenance database, the scope of this license shall be limited to use exclusively by no more than three (3) different users at SAFE or subcontractors of SAFE, identified by position or name in writing to CONTRACTOR from time to time, and for use solely as contemplated by this Agreement. Should CONTRACTOR provide any deliverable or part of a deliverable that contains software to which a third party holds a copyright, Contractor hereby warrants the existence of a right on the part of CONTRACTOR and SAFE use of such software.

### **9. NON-DISCRIMINATION**

CONTRACTOR shall not discriminate in the hiring of employees or in the employment of subcontractors on the basis of sex, race, religion, age, natural origin, handicap, or any other basis prohibited by law.

### **10. ATTORNEY'S FEES**

In the event an action is filed by either party to enforce rights under this agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee in addition to any other relief granted by the court.

### **11. TERMINATION BY SAFE**

11.1 SAFE may terminate this Agreement, in whole or in part, for convenience at any time by written notice to CONTRACTOR. Upon receipt of notice of termination, CONTRACTOR shall stop work under this Agreement immediately, to the extent provided in the notice of termination, and shall promptly submit its termination claim to the Executive Director for work performed up to the time of termination, CONTRACTOR shall be paid: (i) the full price for completed and approved sites under Task A through D and Administrative Tasks, as well as Task F, (ii) for hours worked and costs incurred under Task E for costs incurred for Special Projects, as well as reasonable termination costs, up to the maximum amount payable under this Agreement. CONTRACTOR shall take all reasonable steps to minimize termination costs. If

## **APPENDIX G. STANDARD AGREEMENT**

CONTRACTOR has any property in its possession belonging to SAFE, CONTRACTOR will account for the same, and dispose of it in the manner SAFE directs.

11.2 If CONTRACTOR becomes insolvent, assigns or subcontracts the work without SAFE's prior approval, does not deliver the work specified in this Agreement or fails to perform in the manner called for, or fails to comply with any other material provision of this Agreement, SAFE may terminate this Agreement for default. Termination shall be effected by serving a ten (10) day advance written notice of termination on CONTRACTOR, setting forth the manner in which CONTRACTOR is in default. If CONTRACTOR does not cure the breach or propose a plan and schedule for curing the breach acceptable to SAFE within the ten (10) day period, SAFE may terminate this Agreement. SAFE shall pay the CONTRACTOR for completed work as described above, except that (i) in no event shall SAFE be required to compensate the CONTRACTOR for defaulted work, and (ii) any amounts paid shall be offset by any costs incurred by SAFE to correct or complete work required under this agreement, including the difference between CONTRACTOR's price for this agreement and any higher price paid to another contractor retained to complete the work.

### **12. FORCE MAJEURE**

12.1 Any event beyond the control of CONTRACTOR and not due to an act or omission of CONTRACTOR that materially and adversely affects CONTRACTOR's obligations and which event (or the effects of which event) could not have been avoided by due diligence and use of reasonable efforts by CONTRACTOR shall be deemed a "Force Majeure Event", including, but not limited to, the following:

1. Any earthquake, hurricane, flood or other natural disaster;
2. Any epidemic, blockade, rebellion, war, riot, act of sabotage or civil commotion, disastrous or extensive fire or explosion, or strike;
3. The suspension, termination, interruption, denial or failure to obtain, renew or amend any permit SAFE is responsible for obtaining;
4. Any change in a governmental rule or regulation, or change in the judicial or administrative interpretation of a governmental rule or regulation, or adoption of any new governmental rule or regulation that by its nature imposes additional costs or delays on CONTRACTOR and that was not reasonably foreseeable at the Proposal Date; and
5. Any lawsuit seeking to restrain, enjoin, challenge or delay construction of the Project or the granting or renewal of any governmental approval.

12.2 CONTRACTOR shall give notice in writing to SAFE within five (5) days of the date CONTRACTOR or its employees or agents became aware, or should have reasonably become aware, that a Force Majeure Event would prevent or delay CONTRACTOR's performance. Such notification shall: (i) describe fully such Force Majeure Event(s) and its effect on performance, (ii) state whether performance under this Agreement is prevented or delayed, and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay.

12.3 CONTRACTOR shall have the burden of proving that a Force Majeure Event(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce such supporting documentation as SAFE may reasonably request.

12.4 If it is determined by SAFE that CONTRACTOR's delay or failure to perform resulted from a Force Majeure Event, SAFE, after setting up a new delivery or performance schedule, may allow CONTRACTOR to continue work, or treat the failure to perform as a termination for convenience in accordance with Article 11 of this Agreement.



## **APPENDIX G. STANDARD AGREEMENT**

### **13. NOTICES**

13.1 - All notices to the SAFE under this Agreement shall be in writing and sent to:

Darren Kettle  
Executive Director  
Ventura County SAFE  
950 County Square Drive, Suite 207  
Ventura, CA 93003

13.2 - All notices to CONTRACTOR under this Agreement shall be in writing and sent to:

[INSERT CONTRACTOR INFORMATION HERE]

### **14. PROHIBITED INTEREST**

CONTRACTOR covenants that, for the term of this Agreement, no director, member, officer or employee of SAFE during his/her tenure in office or for one (1) year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof, and CONTRACTOR may not have any interest which conflicts with its performance under this the Agreement.

### **15. GOVERNING LAW**

The Agreement shall be governed by the laws of the State of California.

### **16. ENTIRE AGREEMENT, MODIFICATION, AND EFFECTIVE DATE**

16.1 This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements and understandings related to this work. The Request for Proposals is hereby incorporated by reference. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by a party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in the Agreement shall not be valid or binding.

16.2 This Agreement may not be altered, amended, or modified except by a written instrument signed by the duly authorized representative of both parties.

16.3 This Agreement shall be effective as of July 1, 2020, and shall be effective until June 30, 2023, with the option of renewal of up to an additional two years to June 30, 2023, in increments determined by SAFE.

**APPENDIX G. STANDARD AGREEMENT**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**[INSERT CONTRACTOR NAME]**

**VENTURA COUNTY SERVICE AUTHORITY  
FOR FREEWAY EMERGENCIES**

By \_\_\_\_\_

By \_\_\_\_\_

Darren Kettle

Title \_\_\_\_\_

Title: Executive Director

,

Approved as to form

\_\_\_\_\_  
General Counsel

## APPENDIX G. STANDARD AGREEMENT

### VCTC/\_\_\_\_\_ Agreement

#### ATTACHMENT A

#### SCOPE OF WORK

The SAFE call box system requires extensive year-round maintenance, repairs, and other related fieldwork to ensure the proper functioning and appearance of the call box system. Routine maintenance is conducted monthly but some repairs may require immediate attention depending on the nature of the damages to the call box. To efficiently manage the maintenance of the Program, a computerized maintenance system is required to notify the Contractor of repairs needed and to view, track, and record every repair made to the call box system.

#### 1. GENERAL CONDITIONS

##### 1.1 Work to be Done

Contractor shall perform all work necessary to maintain the SAFE motorist aid call box system in a satisfactory manner as detailed in this Scope of Work, Attachment A, Sections 2, 3 and 4, and their subsections. No tasks shall be performed by a subcontractor without the written consent from the SAFE Manager. Unless otherwise provided, Contractor shall furnish all materials, equipment, tools, labor and incidentals necessary to complete the services for the specified flat fee. All work done shall be in compliance with the CHP/Caltrans Call Box and Motorist Aid Guidelines, Caltrans requirements, American with Disabilities Act (ADA) regulation, as well as all applicable state, federal and local laws.

Please note that on March 27, 2012 the Department of Industrial Relations determined that this work is subject to prevailing wage requirements. Contractor is responsible for complying with all applicable prevailing wage laws. Contractor will agree to defend indemnify and hold harmless SAFE and the Ventura County Transportation Commission, its officers, employees and data reporting consultants from and against any claim, lawsuit, administrative proceeding, damages, fines or penalties relating to the issue of non-payment of prevailing wages.

##### 1.2 Plans and Specifications

Contractor shall keep at the field office a copy of all plans and specifications to which SAFE shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY, ATM, sonalert or smart card electronic devices as well as painting processes) shall also be kept by Contractor in the field office and be available for review by the SAFE staff or SAFE designated representative. Any call box specification plans the successful Contractor does not have shall be created by Contractor as part of an administrative task and may be facilitated by the SAFE staff.

##### 1.3 Rights of Entry and Permits

Contractor shall be responsible for obtaining all rights of entry, encroachment permits and other licenses or permits required to perform the work hereunder.

##### 1.4 Materials and Workmanship

All materials, parts and equipment furnished by Contractor shall be of high grade and free from defects. Enclosures shall not be replaced with others of lesser quality as measured by paint brightness, and coating integrity. Quality of work shall be in accordance with generally accepted standards and all work shall be subject to all warranty provisions mentioned in this contract. Materials and work quality shall be subject to the SAFE Manager's or a designated representative's approval. Contractor shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for future use.

## **APPENDIX G. STANDARD AGREEMENT**

### **1.5 Labor**

Only competent workers shall be employed for tasks under this Agreement. Any person found by SAFE to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe or otherwise objectionable shall be removed by Contractor and not re-employed for services under the contract.

### **1.6 Inspection**

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by the Executive Director of the Ventura County Transportation Commission ("Executive Director") or a designated representative. Any SAFE authorized representative shall have access to the field office.

### **1.7 Condition of Site**

Throughout the term of the Contract, Contractor shall keep call box sites clean and free of rubbish and debris (including removed pad material). All unneeded materials and equipment shall be removed from the call box site immediately or as soon as the materials, tools, and equipment are no longer needed.

### **1.8 Reuse of Parts:**

Contractor shall reuse parts that have been damaged or replaced, assuming Contractor has repaired the parts and ensures that functionality is not degraded and the integrity of the component is not compromised.

### **1.9 Reserve Inventory**

Contractor is required to maintain a sufficient quantity of call box equipment, parts, and materials in stock in Contractor's Ventura County field office to fulfill the requirements of this Scope of Work and its attachments.

### **1.10 Storage of Materials**

Contractor shall store call box housings, electronics, poles, and other appurtenances within its Ventura County field office.

### **1.11 Communication**

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

## **2. CALL BOX MAINTENANCE SYSTEM**

A maintenance system is currently in place to monitor the SAFE call box system whose information may need to be transferred to the Contractor's maintenance system. SAFE is responsible for obtaining all call box data and providing it to the successful Contractor to be inputted into its maintenance system. The Contractor shall facilitate such transfer by working with SAFE to format data accordingly. The Contractor will not be compensated for maintenance tasks until SAFE call box system data is inputted into the Contractor's maintenance system, if necessary, and the maintenance system, as required by this Agreement, is fully operational. SAFE retains ownership of all files containing call box related data provided to the Contractor and software developed by Contractor for the exclusive use of SAFE and its call box system for the purpose of this project. All such data and software shall be turned over to SAFE at the termination of the contract.

## **APPENDIX G. STANDARD AGREEMENT**

All SAFE call boxes shall be monitored by a maintenance system and each box shall make one (1) call every two (2) days into the system for a diagnostic check-up. The Contractor's maintenance system shall be compatible with the SAFE call box communication devices. It is the Contractor's responsibility to upgrade its maintenance system in order to perform the necessary maintenance tasks described in this section with the SAFE call boxes and the overall system. Contractor shall not change any devices in the call boxes to make them compatible with its maintenance system. The cost of such upgrade shall be included in the Price Proposal Form in Exhibit A. Any changes and/or upgrades to the maintenance system that is not for the purpose of performing the tasks required in the project shall be at the cost of the Contractor. SAFE recognizes that the maintenance system hardware and software developed prior to the acceptance of this project is the property of the Contractor.

The maintenance system must record all work orders related to the call box system and other general information and specifications of each call box in the SAFE system as specified in Exhibit B. These work orders along with call box related general information must be easily retrievable and able to download into an Excel® spreadsheet or similar program. All information, including historical data, within the maintenance system must be accessible to the SAFE staff and its data reporting consultants at any time in an easily retrievable format compatible with Excel or a similar program approved by the Executive Director. The SAFE staff and its data reporting consultants shall monitor all repairs done each month, the timeliness of such repairs, and the number of times each call box calls into the maintenance system via the maintenance system.

Contractor shall meet with SAFE Manager and the SAFE data reporting consultants shortly after award of contract to finalize the needs and the layout of the Call Box maintenance system database and to determine appropriate access for SAFE staff and its data reporting consultants.

### **3. CALL BOX MAINTENANCE TASKS**

The Contractor shall perform the following tasks and administrative tasking routinely throughout the term of the contract. All Task E (Special Projects) work will be initiated through SAFE-issued Task Orders.

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

#### **Task A. Corrective Maintenance**

Contractor shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (battery and solar panel) and the interface with the cellular system or anything that affects the proper function of the call box. All equipment and materials used to perform repairs must be removed immediately after completion of the repair. Corrective maintenance requires that the Contractor be accessible to CHP to report non-operational call boxes.

Upon notification that a call box is out of service from CHP, SAFE, or the maintenance system, Contractor shall determine the cause and if due to general failure of the call box, Contractor shall take the necessary action to restore it to a good operating condition, including the repair or replacement of parts, components and mountings as needed. Activities falling within the definition of corrective maintenance that were reported shall be completed by 5:00 PM on the following day of the report, regardless of whether foundation work is required. Upon a report on a Friday, holiday or weekend, the call box shall be repaired by 5:00 PM on Tuesday following the report. Contractor shall provide management and field staff sufficient to perform repairs on call boxes within the established time periods. Should the Contractor not be able to meet these specified timeframes, Contractor must notify SAFE Manager in writing with the reasons why such repairs must be delayed.

## **APPENDIX G. STANDARD AGREEMENT**

### **Task B. Preventive Maintenance**

Contractor shall perform the following preventive maintenance tasks at least two (2) times a year, at approximately six-month intervals as necessary to keep call boxes clean and operational. Contractor shall report to SAFE Manager any unusual findings made while performing preventive maintenance. The preventive maintenance activities for all call boxes shall include, but are not limited to the following tasks:

- 1 Cleaning, sanding off rust, and painting of call box housings, as necessary (see below);
- 2 Checking call box housing doors, magnets, and springs;
- 3 Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- 4 Removal of items not part of call boxes, such as stickers and garbage bags;
- 5 Inspection and anti-corrosion treatment of external electrical connections;
- 6 Operational check of call box controls and system operational sequence, including:
  - o Removal of faceplate (as necessary);
  - o Performing voice test calls on each call box;
  - o Checking outer door, handset and illumination for proper operation;
  - o Checking call connect light;
  - o Checking hook switch; and
  - o Checking cellular antennae and cable.
- 7 Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds, and debris removal);
- 8 Cleaning and bolt tightening for the call box sign;
- 9 Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;
- 10 Testing of the TTY screen for brightness and legibility and testing of the TTY keyboard for functionality and keeping both clean. In addition, Contractor shall make one (1) TTY test call to CHP from two (2) call boxes for which preventive maintenance was performed each day.
- 11 Inspection and repair of the pedestrian pad, if any;
- 12 Inspection of path, if any, for wear and tear or vandalism; and
- 13 Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls.

Contractor shall use preventive maintenance visits to protect boxes from corrosion and fading. The color of all call boxes shall fall between Pantone® yellow no. FL100 and Pantone® yellow no. FL123. Contractor shall replace or repair any such defective enclosures in a timely and satisfactory manner. Contractor shall receive approval from SAFE Manager prior to proceeding with replacement.

### **Task C. Knockdown and Vandalism Repairs**

Maintenance repairs and/or replacements required as a result of damage by vandalism, or other willful acts, collisions, and other such causes (including insect intrusion) will be performed by Contractor. If damages are reported by 8:00 AM on a workday, Contractor shall have the call box placed back in service and restored to its original site type by 5:00 PM on the same day. If damages are reported after 8:00 AM, Contractor shall have the call box back in service by 5:00 PM on the following workday. If foundation work is required, Contractor shall have the call box placed back in service by 5:00 PM on the second workday following notification. For damages reported on a holiday or weekend, the call box shall be repaired by 5:00 PM on the first workday following the notification. In some cases, knockdown and vandalism repairs may be needed as soon as possible because of a potential hazard. SAFE Manager shall notify Contractor of such events.

Contractor shall provide work orders and other related information on a knocked down call box to SAFE and its designated representative to assist in knockdown recovery efforts.



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Contractor shall salvage any or all parts of the damaged call box as long as the integrity of the component is not compromised.

### **Task D. Temporary Removal and Reinstallation**

#### **1. Temporary Removals**

At the request of SAFE, Contractor shall remove call boxes from existing locations on an as-needed basis to accommodate freeway construction and other projects that come into conflict with SAFE call boxes. Whenever possible SAFE will give two (2) weeks advance notice to Contractor of upcoming temporary removal. In special cases, removals may be required immediately. SAFE retains ownership of call boxes authorized for removal, and Contractor shall store removed boxes at its Ventura County location and make all removed call boxes available for reinstallation at any time. Contractor shall coordinate the removal, deactivation of long-term temporary removals, and storage of call boxes as requested by Caltrans or SAFE staff. Contractor shall also maintain proper inventory documentation. In some cases, Contractor may need to pick up boxes that are temporarily removed by Caltrans or its contractor at off-site locations. Coordination for pick up shall be the responsibility of the Contractor. Some call boxes may be temporarily removed for several years, depending on the nature of the construction project.

#### **2. Reinstallation**

Once construction project is complete and the call box temporary removal is no longer needed, Contractor shall coordinate reinstallation and deferred installation tasks including permitting, site approval, installation, and reactivation. Contractor shall get the call box back in service within four weeks of when Contractor is notified of reinstallation need. Some construction projects may cause the call box to be permanently inaccessible. In such cases, Contractor shall recommend new locations for the call boxes to SAFE. At the discretion of SAFE staff, call boxes that have become inaccessible may also be selected for permanent removal rather than relocation. Should the call boxes have new sign numbers or phone numbers due to relocation, Contractor shall notify SAFE, its data reporting consultants, and CHP immediately and reflect the changes in the maintenance system.

### **Task E. Special Projects**

Contractor may be requested to conduct special projects throughout the term of the Contract. Special projects may include but are not limited to: installation of new call boxes for SAFE, partner agencies, and other entities; removal or relocation of call boxes due to special circumstances; landline conversion of some call boxes; and/or special site evaluations related to the call box system. In addition, there are three (3) special projects under Task E that shall be completed over the duration of the contract; 1) implementation of a call box reduction plan which identifies call boxes to be removed from the system; 2) upgrading of the remaining call boxes to 4G cellular service prior to AT&T's announced cutoff date for 3G service; and 3) completion of an ongoing project to install and repair access pathways for approximately 20 call boxes using appropriate construction techniques to allow for proper drainage over the engineered grade of the State's right-of-way and to comply with Caltrans roadway drainage standards and specifications.

## **4. ADMINISTRATIVE TASKS**

Over the term of the contract, the Contractor shall be responsible for the administrative tasks detailed below in order to perform maintenance tasks. These administrative tasks shall be included within the flat rate for maintenance proposed by the Proposer.

### **A. Meetings, Field Surveys, and Correspondences**

Contractor shall be required to attend meetings that relate to the call box system as requested by SAFE staff. Contractor shall respond to written and email inquiries regarding the call box system submitted by SAFE staff in a timely manner. In addition, coordination with SAFE staff may be required to assist in producing a monthly report of call box statistical information. At the request of SAFE staff, plans, drawings, maps, and other documents shall be provided by the Contractor to SAFE at no additional cost to SAFE.

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### B. Encroachment Permits

Encroachment permits are required prior to doing work on Caltrans-owned right of way. Contractor shall be the primary point of contact for Caltrans permit issues related to system expansion and shall coordinate final field surveys and field review meetings to approve or modify call box locations with Caltrans, CHP, and SAFE. Contractor shall prepare and submit encroachment permit applications to Caltrans, as required. Contractor shall comply with all terms of the permits, in particular any requirements related to lane closures necessary to complete the Tasking under this contract.

### C. Inventory and Supplies

SAFE occasionally sells used call box supplies to other vendors and may request Contractor to coordinate sale and delivery of such supplies.

### D. Maintenance System Management

Contractor shall maintain and frequently update the call box maintenance system to reflect changes in site location, site type, etc. Contractor shall also maintain an accurate, up to date database containing information on the entire call box system as detailed in *Exhibit B, Call Box System Database*.

The Call Box System Database shall include all information relating to system components. This information includes, but is not limited to, controller card type, transceiver model and type, and TTY device type. Fairly recent digital call box pictures and complete latitude and longitude data shall also be included. These are available initially through SAFE and its data reporting consultant, but shall be updated by Contractor with photos taken during preventive maintenance visits or whenever Contractor makes a change to the call box site. Contractor shall furnish its own digital camera and GPS devices.

The Call Box System Database shall include, at a minimum, the following maintenance information on the call box system:

- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, and date and time work completed (if different from the first visit) and description of work performed;
- Description of preventive maintenance visits including the call box sign number, date and time of visit, and description of work performed if it deviates from the standard preventive maintenance requirements;
- Description of other site work including, but not limited to the following: knockdowns, vandalism, sign repair, other repairs, site repairs, CHP reported, removals, reinstallations, and pad replacements. These entries should also include the work issue date and time (report date where applicable), site visit date and time, sign number, and date and time of completion.

Some specifications of the Call Box System Database and overall maintenance system may be altered by Contractor with prior written approval from the Executive Director. At the request of the Executive Director, additional information in the Call Box System Database may be added or unnecessary information deleted.

As stated above, all information, including historical data, within the maintenance system must be accessible to SAFE staff at any time the Executive Director or his or her designee. The SAFE staff monitors all repairs done each month, the timeliness of such repairs, and the number of times each call box calls into the maintenance system.

**APPENDIX G. STANDARD AGREEMENT**

**EXHIBIT A**

**Price Proposal**

PP1. Per site flat rate monthly maintenance fee per active call box for all work specified: Corrective Maintenance, Preventive Maintenance, Knockdown and Vandalism Repairs, Temporary Removals and Installations, and, Administrative Tasks	\$
PP2. Fully loaded labor rate for times and materials compensated special projects.	
a. Hourly Rate for Regular work, Monday - Sunday (between the hours of 0600 and 1900)	\$
b. Hourly Rate for Night work, Monday - Sunday (between the hours of 2200 and 0500)	\$
PP3. Upgrade/ Set up cost for Maintenance System (onetime fee)	\$

**APPENDIX G. STANDARD AGREEMENT**

**2020 VENTURA SAFE Price List**

<b>Materials List</b>	<b>New</b>	<b>Refurbished</b>
Digital TTY Lexan Call Box Assembly	\$	\$
10W Solar Panel Assembly	\$	\$
20W Solar Panel Assembly	\$	\$
Antenna Assembly w/ cable - dual band	\$	\$
<b>New Call Box Sites</b> (includes all required materials, and any other costs to SAFE)		
Site Type A	\$	\$
Site Type D	\$	\$
Site Type F	\$	\$
Site Type G	\$	\$
Site Type H	\$	\$
Site Type K	\$	\$
Site Type L	\$	\$
Site Type M	\$	\$
<b>Maintenance Items for Aluminum Call Boxes</b>		
Pole –Regular and Behind Guardrail F type	\$	\$
Pole- Modified F2 type	\$	\$
Aluminum Housing with Front Door	\$	\$
Saddle (pole mounting)	\$	\$
Aluminum faceplate only (no electronics)	\$	\$
Handset and armored cord	\$	\$
Yagi antenna - dual band	\$	\$
Corner reflector	\$	\$
Tri-band Antenna	\$	\$
Mount for corner reflector or Yagi	\$	\$
10W solar panel with bracket	\$	\$
20W solar panel with bracket	\$	\$

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RF cable to antenna	\$	\$
Solar cable to solar panel	\$	\$
Misc other smaller cables and harnesses	\$	\$
Aurora Controller Board	\$	\$
Interface Board to Aurora Input/Output	\$	\$
Digital Radio -- TC65 Siemens radio module	\$	\$
TTY Lite Controller Board	\$	\$
TTY Lite Illuminated LCD display assembly	\$	\$
TTY Keypad	\$	\$
Sign Diamond & Anti-Graffiti w/ HR numbers	\$	\$
Sign bracket wall mount	\$	\$
Solar bracket post wall mount	\$	\$
Installation kit	\$	\$
Mounting hardware	\$	\$
Sign hardware	\$	\$
Wind brackets	\$	\$
<b>Hourly Labor Rate</b>		
<b>Hourly Rate for Night Work</b>		

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Materials List	New	Refurbished
Auger foundation	\$	\$
Non-auger foundation	\$	\$
60" x 60" composite pad	\$	\$
Rapidset concrete	\$	\$
General purpose cement	\$	\$
Tapco handrail (V-Loc)	\$	\$
Conduit and fittings (wall mount)	\$	\$
<b>Call Box Upgrade Options (Single Unit Pricing)</b>		
Digital Upgrade — GSM (Aluminum)	\$	\$
Aluminum TTY Lite Upgrade Kit	\$	\$
Combined Digital Upgrade and TTY Upgrade Kit	\$	\$

**APPENDIX G. STANDARD AGREEMENT**

**EXHIBIT B**

**System Database Specifications**

	<b>Update When Site Changed</b>	<b>Update When Site Installed</b>	<b>Update With PM or CM Visit</b>
Call Box Sign Number	✓	✓	
Original Install Date			
Automatic Number Identification (ANI)	✓	✓	
Electronic Serial Number (ESN)	✓	✓	
Mile Post Mark	✓	✓	
Pedestrian Pad Type	✓	✓	
Pedestrian Pad Size	✓	✓	
Site Type	✓	✓	
Retaining Wall Height (provide range)	✓	✓	
Path Size	✓	✓	
Handrail at Site?	✓	✓	
Direction Installed on Highway	✓	✓	
Text Description of Location	✓	✓	
Text Description of Best Access	✓	✓	
Dispatch Center Assigned to Answer Calls (CAC, CHP, etc)	✓	✓	
Latitude / Longitude and Differential Correction Method using Global Positioning System (GPS)	✓	✓	
Site Installation Date	✓	✓	
In Service or Out of Service	✓		
Removal Date	✓		
Reinstall Date	✓		
Mobile Identification Number (MIN) (Call Box Phone Number)	✓	✓	
User Telephone Number (Dispatch Center Number)	✓	✓	
Alarm Telephone Number	✓	✓	
Maintenance Telephone Number	✓	✓	

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Install Notes-unusual installation notes	✓	✓	
Speech/Hearing Impaired Device Installed? Type?	✓	✓	
Call Connected Light Installed	✓	✓	
Smart Call Box Devices Installed? Type?	✓	✓	
Controller Card Type (e.g., "150", "SRC") and Version Number with Date of Installation	✓	✓	
Transceiver Type / Model with Date of Installation	✓	✓	
Dates of all Preventative Maintenance (PM)Visits to Site	✓		✓
Dates and Descriptions of all Corrective Maintenance (CM) or Above Agreement Activities at Site	✓		✓
Work Order Numbers for all CM and AC activities at Site	✓		✓
Digital Site Photographs	✓	✓	



**APPENDIX G. STANDARD AGREEMENT**

**Exhibit C**

**System Operation and Site Condition Form**

Sign Number  
 Installation Location Data  
 ANI  
 Telephone Number  
 Site Type  
 CHP Location Data  
 Date of Inspection  
 Time of Inspection  
 Notes

Operational Tests	Yes/No	Visual Inspection	Yes/No
Handset sits in cradle properly		Call box orientation correct	
Ringling is heard		Outer door functions properly	
Full duplex communications is established		Housing parts secure	
Audio quality good		User instructions attached	
ANI requested by CHP and sent by call box		Handset retaining mechanism functions	
ANI verified by CHP		Handset cable armored	
Location data verified by CHP		Anti-theft label attached	
Sign Number verified with CHP		Weep hole clear	
Phone number verified with CHF		Handset is hearing aid compatible	
Feedback audible during process		Tamper-proof hardware used on solar panel	
Terminate command received by call box		Solar panel hardware secure	
Call box connection terminated		Solar panel correctly oriented and clear	

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Site Inspection	Yes/No	Virtual Hold Testing	Yes/No
Handrail installed properly		Virtual hold functions properly	
Handrail constructed properly		Full duplex dropped	
Site not obstructed		Feedback heard in handset	
Site grading and preparation IAW plans		Beep heard in handset (CHP call back)	
Site retaining/foundation wall construction IAW plans		Full duplex re-established	
Shoulder is 8 ft minimum		ANI Requested by CHP and sent by call box	
Breakaway base orientation correct		TTY/TDDTESTING	Yes/No
Operations height limit set @ 54"		TTY/TDD wakes up/responds properly	
Pad height @ 1/2 above grade		TTY/TDD functions IAW specs	
Pad alignment and interact IAW plans		TTY/TDD terminates properly	
Opposite box pairing within limits		Add-on components	Yes/No

**Project Proposal**

**ATTACHMENT B**