

CITY OF RANCHO MIRAGE

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RANCHO MIRAGE, CA 92270
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**REQUEST FOR PROPOSALS
FOR
LIBRARY CONVEYOR
UPGRADE AND RFID
CONVERSION SERVICES**

**ISSUED:
JUNE 17, 2015**

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**CITY OF RANCHO MIRAGE
REQUEST FOR PROPOSALS
FOR
LIBRARY CONVEYOR UPGRADE
AND
RFID CONVERSION SERVICES**

ANNOUNCEMENT:

The City of Rancho Mirage ("City") invites proposals from qualified, competent, knowledgeable, and experienced library vendors that will provide a conveyor upgrade and RFID/AMH solutions to an existing system and administer the duties and responsibilities set forth in this Request for Proposals ("RFP") at the City of Rancho Mirage Public Library ("Library"), located at 71-100 Highway 111 in Rancho Mirage, California, in compliance with all applicable laws, regulations, policies and procedures. This RFP is issued for the purpose of upgrading the conveyor and obtaining information and pricing on the hardware, software and support services necessary to install, manage and maintain a Radio Frequency Identification (RFID) enabled self-checkout, collection management, and security system at the Library to replace and upgrade the current non-standard RFID system. Firms submitting proposals will be asked to immediately enter into a contract ("Agreement") for provision of services set forth in this RFP.

INVITATION TO VIEW EQUIPMENT:

Proposers are invited to view equipment, photos of which are attached hereto and incorporated herein by this reference as **Exhibit "A,"** on or before **June 24, 2015, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday,** at the Library. Proposers who wish to view equipment must contact Library staff to schedule an appointment. Library staff will accompany interested parties wishing to view equipment identified in the Scope of Services portion of this RFP. This will be the only time that proposers may view such City equipment. **Questions will not be answered during viewing of equipment.**

PROPOSALS/OFFER SUBMITTAL:

Proposals will be accepted until **2 p.m. on July 8, 2015,** and each must be submitted in a sealed envelope plainly marked on the outside **"SEALED BID FOR LIBRARY CONVEYOR UPGRADE AND RFID CONVERSION SERVICES – DEPARTMENT OF INDUSTRIAL RELATIONS CONTRACTOR REGISTRATION NUMBER _____ - DO NOT OPEN WITH REGULAR MAIL"** to:

The City of Rancho Mirage
Attn: David Bryant, Library Director
71-100 Highway 111
Rancho Mirage, California 92270

SCOPE OF SERVICES:

The selected firm shall provide to the City all the necessary services to fulfill its duties and obligations under the Agreement which duties and obligations include but are not limited to, the following:

The work to be accomplished includes, in general terms, all aspects of conveyor upgrade and RFID/AMH solutions, as more particularly described below.

Background:

The Library has a 38,000 square foot building which opened to the public in January 2006. In its first eight years of service the Library has checked out nearly five million books, DVDs, CDs, among other things. The Library staff has welcomed more than 2.5 million visitors, and a quarter million program attendees. The Library leads in many categories of use statewide, within its size cohort, and has an expanded user base, well beyond the jurisdictional boundaries of the City.

The Library resides approximately in the middle of the growing Coachella Valley ("Valley"), 120 miles east of Los Angeles. The Valley is a prime resort and agricultural region with nine cities. The City ranks second in household income in the Valley and is a nationally known destination for golf, hiking, retail opportunities, dining, and relaxing vacations. The City's population is 17,000 but swells to over 30,000 in "season" which runs from November through May.

City of Rancho Mirage Public Library:

Population	17,687
Item/Holdings	100,000
Bib Records	92,789
Patron Records	41,922
Annual Circ	500,000
Branches	1
PC/Print Management	Envisionware
Existing ILS	Verso by AutoGraphics
Library Website	www.ranchoiragelibrary.org

The City seeks a single vendor to provide an upgradeable RFID/AMH solution including documentation, training, and implementation support. The solution proposed

should include pricing for maintenance of any existing and new equipment. The City is looking to embrace cost effective technologies that will enhance the customer service experience of the community served.

A. Required Goals and Services

This RFP seeks proposals that describe service options. The selected vendor(s) will supply the Library with a turnkey, RFID/AMH solution for use by the Library and the community served. The system will be easy to use and administer for public and staff.

This RFP addresses the desired functionality in detail. The City will choose the solutions that best meet the Library's needs. The complete scope of services will be determined during contract negotiations with the selected vendor.

Respondents are invited to include any added recommendations that exceed or enhance current conveyor and RFID/AMH models. The Library's needs fall into 3 distinctive objectives.

Conveyor

Objective 1: Replace outdated and failing equipment:

- Replace the existing air compressor with an alternative solution for opening and closing book drop doors.
- Replace book drop doors (if necessary)
- Replace or change 90 degree turn in existing conveyance to decrease ongoing issues.

Objective 2: Upgrade to an Automated Materials Handling system

- Minimum of 7 sorting bins. (Open to vendor recommendations.)
- Automated sorting of materials.

Objective 3: RFID

- Tagging of our existing collection of approximately 100,000 items (books and multimedia)
- Equipped Conveyor, Staff Stations and Self-checkout Kiosk for RFID
 - Chip scanners on conveyor belt. (There are 2 inductions points - one outside of the Library and one inside the Library.)
- Replace present security/anti-theft gates with gates equipped with RFID readers. The Library requires three lanes for public traffic.

Pricing for the following needs to be included:

- Conveyance: any and all equipment and labor cost associated with the replacement of said equipment. Additionally any related cost for retrofitting present to work in an RFID environment.
- Staff Station for Automated Materials Handling
- Automated materials handling system and minimum of 7 bin configuration.
- Self-checkout Products and Services
 - 2 self-checkout stations for the circulation desk equipped to accept credit card payments
 - 1 Self-checkout Kiosk for children's room
 - 3 Staff stations (2 for circulation and 1 for backroom staff)
- RFID:
 - RFID Tags (100,000 tags). Tags should comply with latest ISO standards.
 - RFID tagging of existing materials. Materials should be tagged within two months from start of tagging.
 - Tagging station or setup for long-term use.
 - Inventory Wand or equivalent for inventory of materials
- Security Gates: 3 Aisles.
- Any related software and licenses
- Any related installation costs
- Any related shipping and handling costs
- Warranty and full service annual maintenance of equipment with the ability to take ownership of any existing equipment in regards to maintenance and repairs.

B. Scheduling of Services and Expectations

The Library expects to be live on a new system before the end of December 30, 2015. The new system will be expected to:

- Demonstrate consistent reliability
- Be serviced promptly as needed by the vendor making the upgrades

C. Additional Technical Requirements are as Follows

1. Must work with our current ILS environment. Our current vendor is Verso by Auto Graphics.
2. Vendor support must be available during all Library operating hours, i.e., 8:00 a.m. to 6:00 p.m., Pacific Time, Monday through Saturday. Additional Wednesday evening hours are preferred.

3. The solution should support third party user identification and SIP. Include any additional pricing requirements for this in proposal.

Each proposer must answer all the questions in the Questionnaires that follow, and include responses to each question as part of its proposal.

Functional Requirements Questionnaire:

Overall System

CRITERIA	YES	NO
1. The proposed system and all of its components must be entirely compatible with, and in no manner interfere with, the integrated library system, its computer clients, or other components.	YES	NO
2. The proposed system must provide application-specific software to incorporate all hardware (detection systems, staff station readers, cataloging stations, patron self-check stations, portable handheld reader and book return system), the circulation RFID tags and any other RFID-related hardware into the system.	YES	NO
3. The proposed system must interface with the Library's existing automated library system using the SIP, SIP2, or NCIP protocol.	YES	NO
4. The proposed system must not interfere with other equipment, automated library system clients or PCs that may be nearby.	YES	NO
5. The proposed system must be able to connect through the Library's Ethernet network via an RJ-45 connector and/or secured wireless network.	YES	NO
6. Vendor must be willing to work with the integrated library system vendor to resolve any RFID-ILS functionality problem.	YES	NO
7. The vendor must offer a 12-month equipment and service warranty on all equipment purchased.	YES	NO

Self-Checkout Units

CRITERIA		
1. The proposed system's RFID self-checkout units must be able to read item-specific identification numbers, communicate to the host circulation system to update the Library's inventory, and turn the RFID security feature off.	YES	NO
2. The proposed system must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read up to eight inches high.	YES	NO
3. The proposed system must read the 13-digit barcode currently used on patron cards in the library.	YES	NO
4. The proposed system must have the ability to be built into existing circulation desks with touch screen monitors that display instructions for use.	YES	NO
5. The proposed system must have the ability to print out all information for a patron check-out or check-in transaction on a single receipt. The receipt should be customizable to incorporate library name, library hours, etc.	YES	NO
6. The proposed system must have the ability to perform check-in and check-out functions using RFID tags or barcodes without reconfiguration.	YES	NO
7. The proposed system must allow the customer to perform item renewals without being required to have the item physically present.	YES	NO
8. The proposed system must be capable of reading item barcodes located in various locations, including inside or outside, top or bottom of the front or back cover, or inside on the top or bottom of the front or back fly page.	YES	NO
9. The proposed system's self-checkout units should have customizable messages based on patron and item status.	YES	NO

10. The proposed system must display ILS system information relating to the patron or item status.	YES	NO
11. The proposed system must provide visual and audible feedback during the transaction.	YES	NO
12. The proposed system must have the ability to display select information from the patron record, such as number of items checked out, number of items on hold, outstanding fine information without compromising patron privacy	YES	NO
13. The proposed system must have customizable instructions.	YES	NO
14. The proposed system stations must deactivate the theft or security status on the materials when checked out.	YES	NO
15. The proposed system must have the ability to perform off-line transactions and maintain records of all items checked out when the ILS is offline, and then upload transactions when the ILS is back online.	YES	NO
16. The proposed system must turn on/off the security to allow secure Library operation during offline situations.	YES	NO
17. The proposed system must offer the patron the option of email, paper receipt or no receipt.	YES	NO
18. The proposed system must offer web-based remote monitoring and diagnostics which must include instant email notification, monitoring of check-in and out rates, web-based troubleshooting, configuration, and the ability to obtain statistics for each machine from any location. This feature should be standard and not require a server.	YES	NO

19. The proposed system must offer the option of a stand-alone kiosk or the ability to build into a RFID-friendly counter.	YES	NO
20. The proposed system must be capable of checking out or checking in all types of print and non-print media.	YES	NO
21. The proposed system would offer ADA compliant solution.	YES	NO
22. The proposed system must offer Multi-language capabilities.	YES	NO

Hardware Status Reporting Feature

CRITERIA		
1. Real-time detailed monitoring for the following components: SIP Connection, Printer, Bar Code Scanner, Touch Screen Monitor, RFID	YES	NO
2. Real-time monitoring must allow for additional self-checkout devices to be added to the network in the future.	YES	NO

Fines/Fees

CRITERIA		
1. The fines and fees system shall be integrated into a self-checkout system.	YES	NO
2. The fines and fees system shall utilize a seamless user interface that is integrated into the self-service process.	YES	NO
3. The fines and fees system must provide both audible and visual feedback when responding to the interaction with the user interface.	YES	NO
4. Library staff must be able to set the fine and/or fee thresholds that will trigger a message and block the patron's checkout privileges if they exceed the maximum threshold.	YES	NO

5. The fines and fees system shall allow the library to determine minimum, partial, or full payment of the fines or fees.	YES	NO
6. The fines and fees system shall accommodate credit and/or debit card payment methods.	YES	NO
7. The fines and fees system shall print a credit/debit card receipt separate from the checkout receipt.	YES	NO
8. The fines and fees system shall print a cash receipt separate from the checkout receipt.	YES	NO

Circulation Staff Workstations

CRITERIA	YES	NO
1. The proposed system must have a thin reader pad that provides easy installation.	YES	NO
2. The proposed system shall be compatible with Library's standard circulation desk computers, barcode scanners, and receipt printers.	YES	NO
3. System hardware must be attractive and contemporary, and be able to be integrated into Library's own furniture.	YES	NO
4. The proposed system must be able to mount in, on, or under the work surface of a circulation station.	YES	NO
6. The proposed system must have an RFID read range of 8 inches minimum for book tags.	YES	NO
7. The proposed system must provide dual function: capable of processing RFID tags or bar codes in the same circulation transaction.	YES	NO
8. The proposed system readers must be able to read tags and display the information contained on the tag.	YES	NO
9. The proposed system must simultaneously process multiple RFID-tagged items for check-in/out.	YES	NO

10. The proposed system must have the ability to read, program, and reprogram RFID tags	YES	NO
11. The proposed system must have the option to allow the ILS circulation client to turn on or off security without requiring any additional steps.	YES	NO

Detection System

CRITERIA	YES	NO
1. The proposed system should be approved by UL for safety to library patrons and staff. The entire system (not various components) shall be approved. As verification of UL certification of the entire device, the UL mark shall be displayed on the serial plate of the equipment. Proposer shall provide a copy of the UL certificate for the complete detection system.	YES	NO
2. The proposed system must have a read range of at least eighteen inches (18") in either direction of each gate.	YES	NO
3. The detection systems must be shielded from external interference from light fixtures, elevator motors, etc.	YES	NO
4. The proposed detection system must include a patron counter which can be reset by library staff and can display incoming counts, outgoing counts and total counts for both directions	YES	NO
5. The proposed system must be able to provide both incoming, outgoing and total patron count data via a remote web based software application.	YES	NO
6. The proposed system must be able to issue visible and audible warnings.	YES	NO
7. System must have multiple finish options available to better match the décor of the library.	YES	NO
8. System must have multiple alarm light color configuration options.	YES	NO
9. The audible alarm volume must be adjustable by staff	YES	NO

RFID Tags

CRITERIA	YES	NO
1. The proposed system tags must provide both security and inventory control functionality.	YES	NO
2. The proposed system tags must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.	YES	NO
3. The proposed system tags must be adhesive-backed and one piece (tag and label integrated into one piece) to adhere to library materials without addition of an adhesive cover label.	YES	NO

RFID Book Return

CRITERIA	YES	NO
1. The proposed system must provide remote monitoring and diagnostics to monitor the return rate, troubleshoot and obtain usage statistics from any location.	YES	NO
2. Is the RFID book drop required for induction of materials to the AMH sorter	YES	NO

Automated Material Handling

CRITERIA	YES	NO
1. The AMH system must turn on the security feature on RFID tags to allow secure library operation during offline situations.	YES	NO
2. The proposed AMH system must be dual function-capable of processing RFID tags or item bar codes in the same transaction.	YES	NO
3. The system shall provide real-time check-in of all items returned.	YES	NO
4. The system shall be configurable to accept all items.	YES	NO
5. System shall identify location codes, item types, transit locations, hold request status, or by one or more combinations of the above, and sort and distribute items accordingly.	YES	NO

Training - The Library seeks to train key circulation, Technology Librarian and page staff in the use of all equipment.

CRITERIA	YES	NO
1. Onsite training will be performed by vendor.	YES	NO
2. The Library requires hard copy and digital user manuals, plus any other materials that are typically distributed during training.	YES	NO
3. The Library requires interaction with the vendor sales staff and technical support staff during installation planning, the installation phase and follow-up immediately after such installation	YES	NO

Installation

CRITERIA	YES	NO
1. Vendor shall install the system as specified in the RFP, by manufacturer trained technicians subject to exceptions made in the response and agreed upon	YES	NO
2. The proposed system must be installed according to a schedule determined in coordination with Library staff to minimize disruption	YES	NO
3. Vendors should recommend an installation plan. The Library anticipates this project to be completed by December 2015	YES	NO
4. Vendor must also be available for consultation on placement of hardware to accommodate network infrastructure, power and ventilation requirements, building restrictions, etc., and to maximize the workflow, staffing and patron convenience issues.	YES	NO

Warranties

CRITERIA	YES	NO
1. The circulation RFID tags must be guaranteed to be effective for the life of the item to which they are originally affixed and, if found to be defective, they must be replaced at no cost to the Library.	YES	NO

2. The vendor must provide an all-inclusive 12-month extended warranty on equipment, software, and components and offer a maintenance / service contract thereafter. All proposed maintenance / service contracts are subject to negotiation by the Library	YES	NO
3. The vendor must offer a 12-month 100% money-back performance guarantee on all equipment purchased and covered by 12-month extended warranty or service agreement	YES	NO
4. Software warranty: Software patches and service pack releases must be supplied at no additional charge to the Library.	YES	NO
5. Service technicians must be local, fully trained, factory authorized and certified by the manufacturer to perform service.	YES	NO
6. The proposer must have fully factory-trained technicians stationed throughout the country for onsite hardware support and service.	YES	NO
7. The Library shall be able to request service on a 24-hour, 7 days per week basis using a toll free number.	YES	NO
8. Technical software phone support will be provided via a toll free number 24 hours per day, 7 days per week.	YES	NO
9. Service technicians will be equipped with parts normally required to service the equipment and reduce downtime.	YES	NO
10. Failure of vendor to meet specified standards may result in termination of service contract.	YES	NO

Customer Service

CRITERIA	YES	NO
1. The proposal shall include a project manager to oversee the project to ensure that it meets the requirements of the library and to be the key contact for the entire installation.	YES	NO

2. Toll-free telephone assistance on system use and troubleshooting shall be available between 7:00 A.M. to 6:00 P.M. PST. Monday through Friday.	YES	NO
3. Emergency assistance shall be available on Saturday and Sunday.	YES	NO
4. The Service Agreement must be renewable on an annual basis.	YES	NO
5. The Service Agreement must include remote maintenance for expert technical consultation and software support.	YES	NO
6. The Service Agreement must include onsite maintenance for critical issues.	YES	NO

Please indicate the guaranteed system response time for service:

Use this section to offer pertinent explanations to the above. (Optional)

GENERAL INSTRUCTIONS FOR SUBMITTAL:

A. Proposal Submittal

The proposer shall submit one (1) original and four (4) copies by **2:00 p.m. (Pacific Standard Time), July 8, 2015, to:**

The City of Rancho Mirage
 Attn: David Bryant, Library Director
 69825 Highway 111
 Rancho Mirage, California 92270

B. Due Date and Time

Proposals submitted after 2:00 p.m. on **July 8, 2015**, may, at the sole discretion of the City, be rejected as non-responsive and returned without review. For a proposal to be considered on time, it must be date stamped by City staff upon receipt. At the discretion of the City, a "late" proposal may be considered only if a selection cannot be determined from among proposals received on time. The City shall not be responsible for, nor accept any as a valid excuse, any delay in mail service, or any other method of delivery used by the proposer. All proposals shall be enclosed in a sealed envelope with the words clearly written on the front, **"SEALED BID FOR LIBRARY CONVEYOR UPGRADE AND RFID CONVERSION SERVICES – DEPARTMENT OF**

INDUSTRIAL RELATIONS CONTRACTOR REGISTRATION NUMBER _____ - DO NOT OPEN WITH REGULAR MAIL. Failure of the proposer to properly identify the sealed envelope proposal as described may result in the proposal being considered non-responsive. All proposals shall be firm offers subject to acceptance by the City and may not be withdrawn for a period of 180 calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by consent of the City. All proposals must clearly address all of the requirements outlined in this RFP. Each proposal shall be limited to twenty (20) pages and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Resumes and brochures may be added to the proposal, provided they are located in an appendix at the back of the proposal. Should the proposer have concerns about meeting any noted requirements, the proposer shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

C. RFP Addenda and Clarifications in Written Comments

All comments or questions from proposers to the City must be submitted in writing and received by no later than **5:00 p.m. on July 1, 2015** ("Addenda Due Date"), and must be submitted via the following approved written methods addressed to David Bryant, Library Director:

1. At davidb@ranchomiragelibrary.org, or
2. Via fax to (760) 341-5213, or
3. Via mail, as long as the correspondence is received and date stamped by the City on or prior to the Addenda Due Date.

Any questions raised verbally shall not be addressed by the City. Submittal of written comments or questions shall not be considered by the City unless submitted in an approved method on or before the Addenda Due Date. Written comments or questions received via approved method within the time prescribed herein will be addressed by the City's issuance of an addendum. Notwithstanding anything else herein, if it becomes necessary for the City to revise any part of this RFP, or to provide clarification or additional information after this RFP has been issued, a written addendum will be sent to each recipient of record. Recipients of record shall consist of proposers on the original "bidders" mailing list, or proposers that have requested RFPs and have provided pertinent contact information in writing to the City. Addenda will also be posted and published on the City's website, www.ranchomirageca.gov, as well as everywhere else the RFP was originally posted and published. Though the City shall mail out any addenda to RFP recipients of record, and in addition will post any addenda information on the City website and publish and post in accordance with the above, as soon as it becomes available, it shall be the responsibility of the proposers to maintain current, up to date contact information with the City if any addenda are to be mailed. All addenda shall become part of the RFP.

D. Pre-contractual Expenses

The City shall not be responsible for, under any circumstances, any claims of expenses necessary for the proposer to receive, evaluate, complete and deliver the proposal. The proposer should also not include any pre-contractual expenses or fees in the proposal.

E. Conflicts of Interest

The proposer affirms that to the best of his or her knowledge, there exists no actual or potential conflict between the firm's business or financial interests, and either the services to be provided under the Agreement, or any commissioner, officer, employee, or agent of the City. For the duration of the Agreement, the proposer shall refrain from undertaking any work for any individual, business, or legal entity, in which direct conflicts of interest regarding the services to be provided thereunder or herein may arise.

F. Proposed Contract

The proposer selected through this RFP shall be required to enter into the Agreement with the City, in substantially the same form as the form attached hereto as **Exhibit "B."**

G. Prevailing Wages

The selected firm shall be required to pay prevailing wages in accordance with the State Labor Code. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Department of Industrial Relations will be required. Copies of the prevailing rate of per diem wages are on file at City Hall, which shall be made available to any interested party on request. Moreover, the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. No proposer shall be qualified to bid on or engage in the performance of the Agreement unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code.

H. Insurance and Acknowledgement

Each proposal shall include a breakdown of all costs associated with issuance of the insurance endorsements described in and pertaining to Section 19 of the Agreement ("Insurance Provisions"). Each proposal shall also include signed acknowledgement(s) in substantially the same form as the form attached hereto as **Exhibit "C,"** through which each insurance carrier that will issue any policy required in the Insurance Provisions, shall acknowledge, warrant and represent that it possesses the ability to and shall furnish all the insurance endorsements prescribed in the Insurance Provisions.

PROPOSAL FORMAT AND CONTENT:

A. Presentation

Proposals shall be submitted in an 8 ½" x 11" format, fastened with an effective method.

B. Proposal Content

1. Transmittal Letter

- a. Contact information, identification of firm, name and email address and telephone number
- b. A statement to the effect that the proposal will remain valid for 180 days from the due date for the proposals
- c. Acknowledgement of receipt of addenda, if any
- d. Signature of the person authorized to bind the terms of the proposal

2. Table of Contents

Following the transmittal, provide a table of contents for the proposal

C. Qualifications, Related Experience and References

1. This section shall establish the ability of the proposer to satisfy all aspects of the required work with current or recently completed conveyor upgrade and RFID conversion services work, similar to the work required in this RFP.
2. Background information of the firm, including the date of founding, legal form, number and location of offices, number of employees, days and hours of operation and any other pertinent information.
3. Disclose any conditions (e.g., bankruptcy, pending litigation, planned office closures, mergers) and organizational conflicts of interest that may affect the ability of the proposer to perform the required duties.
4. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract with any other federal, state or local public agency.

5. Provide a list of business clients to which your firm is currently providing, or has recently provided conveyor upgrade and RFID conversion services. Include company names, beginning/end dates of contracts, and names, titles and telephone numbers the City can contact as references for your firm.
6. Furnish as an appendix, your firm's financial information (last year's Income Statement and Balance Sheet) that accurately describes the financial stability of your firm (financial statements will remain confidential and will be revealed only to individuals involved in the evaluation process and award of contract).

D. Proposed Staffing and Project Organization

1. Discuss the staffing of the proposing firm who would be assigned to work on the City's project.
2. Identify the key personnel that would be assigned to the project, in hours per week. Include a brief description of their qualifications and experience in performing the type of work being assigned.
3. Designate an administrator who would serve as a day-to-day contact for the City.
4. Provide any necessary organizational chart of the firm as it relates to this RFP.

E. Work Plan / Technical Approach

1. Establish the proposer's understanding of the City's objectives and requirements, demonstrate the proper ability to meet those objectives and requirements, and clearly identify the method (plan) of accomplishing the described work.
2. Describe what information, documentation or staff assistance from the City your firm would request from the City in order to complete the work described.
3. Provide a summary of the firm's proposed services, with a focus on any technologies, innovations, and processes that the firm will offer to help the City meet its objectives.

F. Cost and Price

1. This section shall disclose all charges to be assessed the City for the required services and declare the proposer's preferences for method

and timing of payment.

2. Quote a total price for completing all services; include all costs associated with the operating budget, including all service fees.
3. For all staff declared in the organizational chart, provide a schedule of hourly labor rates.

G. Appendices

Furnish as appendices, supporting documentation as requested, such as financial information and staff resumes.

PROPOSAL EVALUATION AND CONTRACT AWARD:

A. Evaluation Panel

An evaluation panel consisting of City staff will be responsible for reviewing, analyzing, and evaluating the proposals received. The panel may also conduct contract negotiations with the highest rated proposer(s). The evaluation panel will either select the successful proposer or make recommendations to the City Council regarding selection.

B. Evaluation Criteria

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

Secondary Evaluation

The evaluation of proposals may include, but is not limited to, the following criteria:

1. Cost and price
2. Total Cost Competitiveness
3. Perceived ability to meet the City of Rancho Mirage requirements
4. Availability (timetable) for providing goods and/or services
5. Work plan
6. Qualification and experience of proposer
7. Ongoing support and ability to provide local service and support
8. Staffing and organization
9. Training
10. Proven reliability of system

11. Flexibility of software
12. Conformity to standards and interfacing requirements
13. Suitability of hardware platform
14. References of performance including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, compliance with the requirements, and other considerations
15. Any other criteria determined by the City

Upon selection of the most qualified proposer, the City may require the finalist to make an oral presentation to the evaluation panel and/or the City Council or City Manager. The City expressly reserves the right to reject any or all proposals, with or without providing a reason and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in contract award, the City shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.

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EXHIBIT "A"
EQUIPMENT PHOTOS
SEE ATTACHED





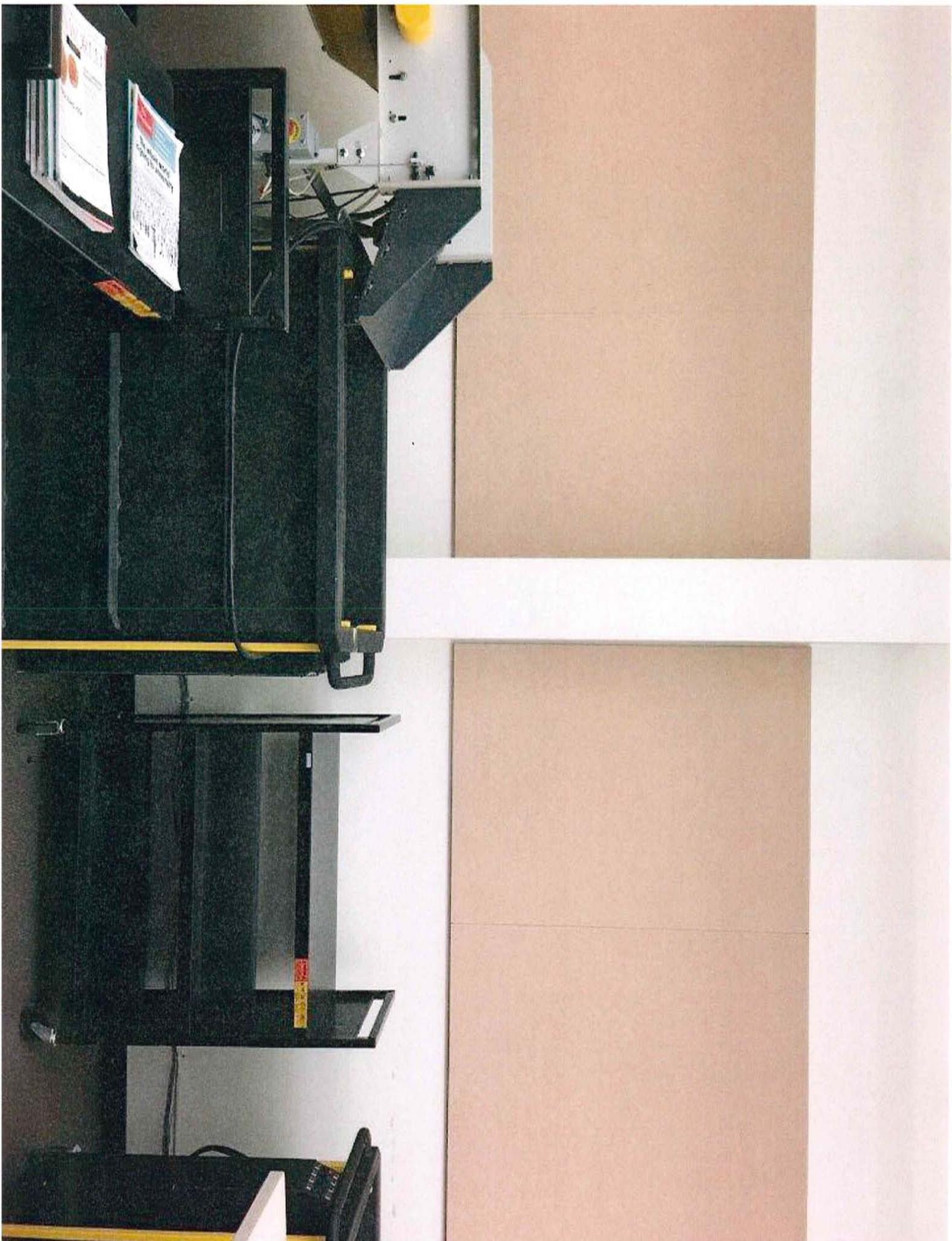
Control panel with several buttons and a red indicator light.

Yellow safety sign with black text and symbols.



Red sign with white text, likely providing information about the equipment or the exhibit.







BANKERS BACK

RESTROOMS

RESTROOMS

COMMUNITY ROOM

CELESTIAL COMMUNITY ROOM

EXIT

DOWN

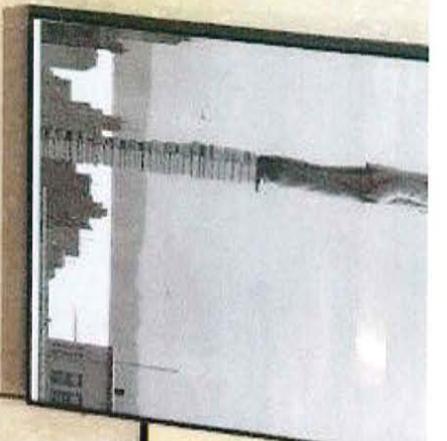
EXIT



NO RETURNS
NO BOOKBAGS

BOOKBAGS
& OVERSIZED

BOOK RETURN





RETURNS BOOKBAGS &
NO BOOKBAGS OVERSIZED



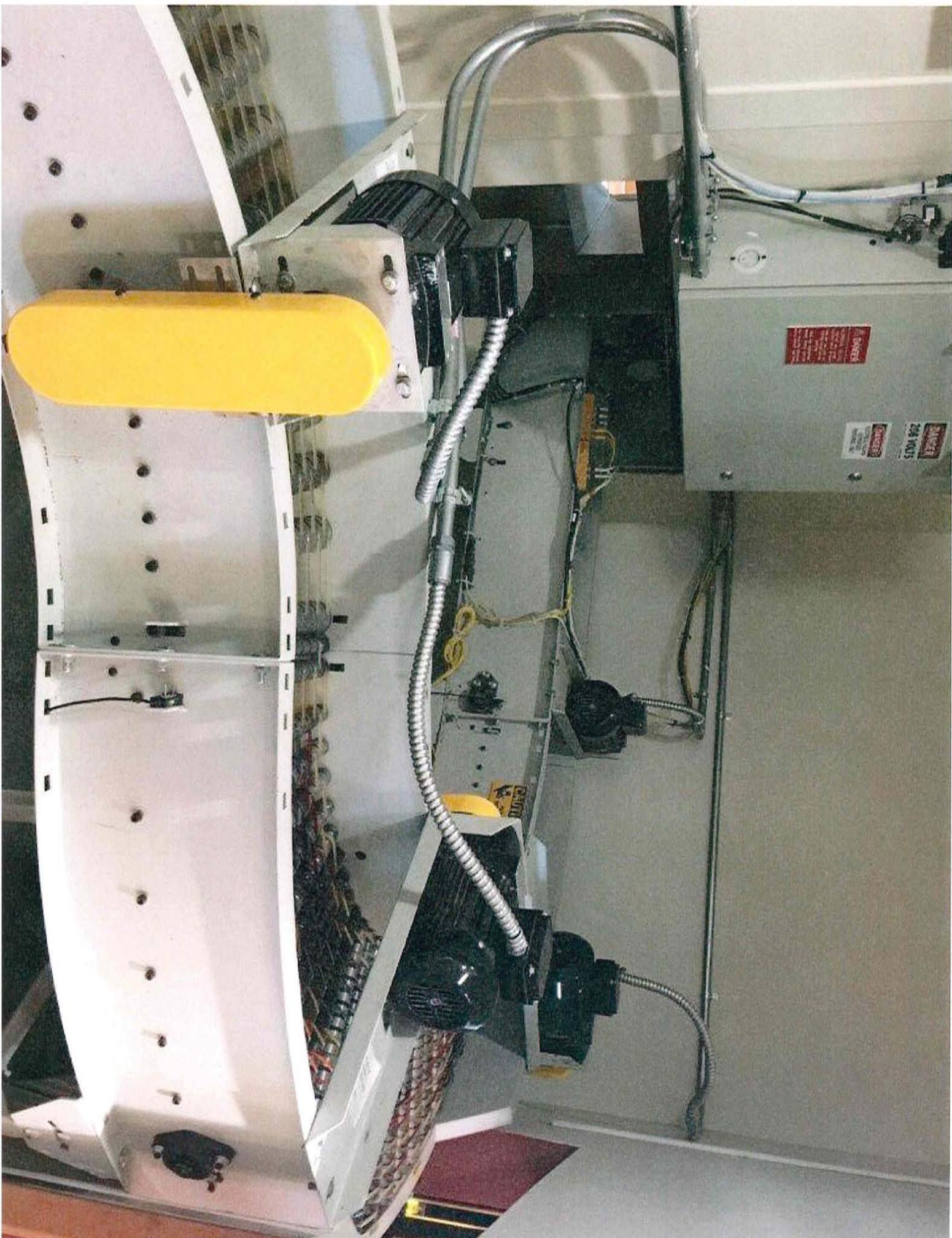




EXHIBIT "B"
AGREEMENT
SEE ATTACHED

**SERVICE PROVIDER AGREEMENT
BY AND BETWEEN
THE CITY OF RANCHO MIRAGE
AND**

THIS SERVICE PROVIDER AGREEMENT (hereinafter, the "Agreement") is made and entered into this ____ day of _____, 2015, by and between the City of Rancho Mirage, a municipal corporation located in the County of Riverside, State of California, hereinafter referred to as the "City," and _____, a _____, hereinafter referred to as "Service Provider."

RECITALS:

WHEREAS, the City desires to enter into an agreement for services pertaining to _____ (hereinafter, the "Services"); and

WHEREAS, the City desires to retain the services of a qualified service provider to provide the Services on an independent contractor's basis.

NOW THEREFORE, IN CONSIDERATION OF THE COVENANTS, CONDITIONS AND PROMISES CONTAINED HEREIN AND FOR SUCH OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

Section 1. RECITALS

The Recitals set forth above are true and correct and are hereby incorporated into this Agreement by this reference, as though set forth in full herein.

Section 2. SCOPE OF SERVICES, EXTRA WORK

a. Service Provider shall perform the Services specifically described in the Scope of Services, attached hereto and incorporated herein by this reference as Exhibit "A." In the event any conflict exists between this Agreement minus the Scope of Services, on the one hand, and the Scope of Services, on the other hand, the former shall supersede.

b. At any time during the term of this Agreement, the City may request that Service Provider perform Extra Work. As used herein, "Extra Work" means any work which is determined by the City to be necessary for the proper completion of the Services, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Service Provider shall not perform, nor be compensated for, Extra Work without written authorization from the City.

Section 3. TERM

Service Provider shall perform those services set forth in the Scope of Services during the term of this Agreement, which shall commence as of _____, 20__ and continue until _____, 20_____.

Section 4. COMPENSATION

Service Provider shall be paid compensation not to exceed _____ Dollars and _____ Cents (\$_____.____) for the services rendered by Service Provider pursuant to this Agreement.

Section 5. METHOD OF PAYMENT

a. Service Provider shall invoice the City for the performance of the services under this Agreement in the amount agreed upon by the parties herein.

b. Service Provider shall be paid the amount specified in the invoice within 30 days of receipt by the City, provided that the services reflected in the invoice were performed to the reasonable satisfaction of the City in accordance with the terms of this Agreement.

Section 6. INDEPENDENT CONTRACTOR’S STATUS

Service Provider shall at all times during the term of this Agreement perform the services described in this Agreement as an independent contractor, and hereby waives any claims for any compensation or benefits afforded to City employees and not to independent contractors.

Section 7. CIVIL CODE SECTION 1542 WAIVER

Service Provider expressly waives any and all rights and benefits conferred upon it by the provisions of section 1542 of the California Civil Code which reads as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

This waiver shall be effective as a bar to any and all actions, fees, damages, losses, claims, liabilities and demands of whatsoever character, nature and kind that are known or unknown, or suspected or unsuspected, including, without limitation, claims of entitlements under the California Public Employees’ Retirement System (CalPERS) that are only afforded to employees and not independent contractors. Service Provider further represents and warrants that it understands this waiver and that if it does not understand this waiver, it shall seek the advice of a qualified attorney before executing this Agreement.

Initials

**Section 8. REPRESENTATIONS AND ACKNOWLEDGMENTS
REGARDING INDEPENDENT CONTRACTOR'S STATUS
OF SERVICE PROVIDER**

a. Service Provider represents and acknowledges the following:

(1) The City is not required to provide any training or legal counsel to Service Provider or its employees in order for Service Provider to perform the services described in this Agreement.

(2) Performance of the services described in this Agreement does not have to be integrated into the daily business operations of the City.

(3) The services described in this Agreement can be performed without the use of City equipment, materials, tools or facilities.

(4) Nothing in this Agreement shall be interpreted to imply that the City must maintain any contractual relationship with Service Provider on a continuing basis after termination of this Agreement.

(5) The City will not be requested or demanded to assume any liability for the direct payment of any salary, wage or other such compensation to any person employed by Service Provider to perform the services described in this Agreement.

(6) Service Provider shall not at any time or in any manner represent that it or any of its officers, employees, or agents are "employees" of the City.

b. The City represents and acknowledges the following:

(1) Service Provider is solely responsible for determining who, under the supervision or direction of Service Provider, will perform the services set forth in this Agreement.

(2) The City will not hire, supervise or pay any assistants working for Service Provider pursuant to this Agreement.

(3) Nothing in this Agreement shall be interpreted to imply that Service Provider must maintain any contractual relationship with the City on a continuing basis after termination of this Agreement.

(4) Service Provider is not required to devote full time to the business operations of the City in order to perform the services set forth in this Agreement.

(5) Nothing in this Agreement shall be interpreted to preclude Service Provider from working for other persons or firms, provided that such work does not create a conflict of interest.

(6) Service Provider is not required to perform the services set forth in this Agreement in any particular order or sequence.

(7) It is the sole responsibility of Service Provider to set the hours in which Service Provider performs or plans to perform the services set forth in this Agreement.

Section 9. NOT AGENT OF THE CITY

a. Nothing contained in this Agreement shall be deemed, construed or represented by the City or Service Provider or by any third person to create the relationship of principal and agent.

b. Service Provider shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent, nor shall Service Provider have any authority, express or implied, to bind the City to any obligation whatsoever.

Section 10. WARRANTY

Service Provider warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

Section 11. FAMILIARITY WITH WORK

a. By executing this Agreement, Service Provider warrants that (1) it has thoroughly investigated and considered the work to be performed, (2) it has investigated the issues, regarding the scope of services to be provided, (3) it has carefully considered how the work should be performed, and (4) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement.

b. Should Service Provider discover any latent or unknown conditions materially differing from those inherent in the work or as represented by the City, it shall immediately inform the City of such fact and shall not proceed except at Service Provider's risk until written instructions are received from the City Manager or his or her designee.

Section 12. EQUAL OPPORTUNITY EMPLOYMENT

Service Provider represents that it is an equal opportunity employer and shall not discriminate against any subcontractor, employee, or applicant ("person") for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation. Unless otherwise permitted under the law, Service Provider shall not refuse to hire or employ any such person or refuse to select any such person for a training program leading to employment, or bar or discharge any such person from employment or from a training program leading to employment, or otherwise discriminate against any such person in compensation or in terms, conditions, or privileges of employment.

Section 13. CONFLICTS OF INTEREST

Service Provider covenants that it does not have any interest, nor shall it acquire an interest, directly or indirectly, which would conflict in any manner with the performance of Service Provider’s services under this Agreement. In the event the City officially determines that Service Provider must disclose its financial interests by completing and filing a Fair Political Practices Commission Form 700, Statement of Economic Interests, Service Provider shall file the subject Form 700 with the City Clerk’s Office pursuant to the written instructions provided by the Office of the City Clerk.

Section 14. COMPLIANCE WITH LAWS; LICENSING AND PERMIT REQUIREMENTS

a. Service Provider shall comply with all local, state and federal laws and regulations applicable to the services required hereunder, including any rule, regulation or bylaw governing the conduct or performance of Service Provider and/or its employees, officers, or board members.

b. Service Provider represents that it has obtained and will maintain at all times during the term of this Agreement all professional and/or business licenses, certifications and/or permits necessary for performing the services described in this Agreement, including a City business license.

Section 15. INSURANCE REQUIREMENTS

a. Service Provider shall procure and maintain at its own expense, during the term of this Agreement, comprehensive general liability insurance of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate, for bodily injury, personal injury, death, loss or damage resulting from the wrongful or negligent acts by the Service Provider or its officers, employees, servants, volunteers and agents and independent contractors. Service Provider shall provide insurance on an occurrence, not claims-made basis. Service Provider acknowledges and agrees that, for purposes of clarification with the intention of avoiding gaps in coverage with any umbrella or excess insurance, personal and advertising injury coverage shall be triggered by an “offense” while bodily injury and property damage coverage shall be triggered by an “occurrence” during the policy period.

b. Service Provider shall further procure and maintain at its own expense, until completion of performance and acceptance by the City, commercial vehicle liability insurance covering personal injury and property damage, of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence and Two Million Dollars (\$2,000,000) in the aggregate, covering any vehicle utilized by Service Provider or its officers, employees, servants, volunteers and agents and independent contractors in performing the services required by this Agreement.

c. Service Provider agrees to require that all parties, including but not limited to subcontractors, architects, engineers or others with whom Service Provider enters into contracts or whom Service Provider hires or retains pursuant to or in any way related to the performance of this Agreement, provide the insurance coverage required herein, at minimum, and name as additional insureds the parties to this Agreement. Service Provider agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section.

d. In the event this Agreement is terminated for any reason prior to the completion of all obligations and requirements of this Agreement, Service Provider agrees to maintain all coverages required herein until the City provides written authorization to terminate the coverages following the City's review and determination that all liability posed under this Agreement as to the party providing insurance has been eliminated.

e. Service Provider agrees and acknowledges that if it fails to obtain all of the insurance required in this Agreement in accordance with the requirements herein, or to obtain and ensure that the coverage required herein is maintained by any subcontractors or others involved in any way with the Services, Service Provider shall be responsible for any losses, claims, suits, damages, defense obligations, or liability of any kind or nature attributable to the City or its officers, employees, servants, volunteers, agents and independent contractors.

Section 16. WORKERS' COMPENSATION INSURANCE

a. Service Provider shall procure and maintain at its own expense, during the term of this Agreement, workers' compensation insurance, providing coverage as required by the California State Workers' Compensation Law.

b. If any class of employees employed by the Service Provider pursuant to this Agreement is not protected by the California State Workers' Compensation Law, Service Provider shall provide adequate insurance for the protection of such employees to the satisfaction of the City. This provision shall not apply if Service Provider has no employees performing work under this Agreement. If the Service Provider has no employees for the purposes of this Agreement, Service Provider shall sign the Certificate of Exemption from Worker's Compensation Insurance, attached hereto and incorporated herein by this reference as Exhibit "B." Service Provider agrees to waive its statutory immunity under any worker's compensation or similar statute, as respecting the City, and to require any and all subcontractors and any other person or entity involved with the Services to do the same.

Section 17. ADDITIONAL NAMED INSURED

Notwithstanding any inconsistent statement in any required insurance policies or any subsequent endorsements attached thereto, the protection offered by all policies, except for Workers' Compensation, shall bear an endorsement whereby it is provided

that, the City and its officers, employees, servants, volunteers and agents and independent contractors, including without limitation, the City Manager and City Attorney, are named as additional insureds. Additional insureds shall be entitled to the full benefit of all insurance policies in the same manner and to the same extent as any other insureds and there shall be no limitation to the benefits conferred upon them other than policy limits to coverages.

Section 18. WAIVER OF SUBROGATION RIGHTS

Service Provider shall require the carriers of all required insurance policies to waive all rights of subrogation against the City and its officers, volunteers, employees, contractors and subcontractors.

Section 19. INSURANCE DOCUMENTATION

a. Service Provider shall secure from a good and responsible company or companies authorized to do insurance business in the State of California the policies of insurance required by this Agreement and furnish to the City certificates of said insurance with original endorsements on or before the commencement of the term of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

b. Each policy required herein must be endorsed to provide that the policy shall not be cancelled or reduced in coverage by either party (except by paid claims) unless the insurer has provided the City with 30 days prior written notice of cancellation or reduction in coverage.

c. All insurance policies required to be provided by Service Provider or any other party must be endorsed to provide that the policies shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained or available to the City, and its officers, employees, servants, volunteers, agents and independent contractors.

Section 20. TERMINATION OR SUSPENSION

a. This Agreement may be terminated or suspended without cause by either party at any time provided that the respective party provides the other party at least thirty (30) business days written notice of such termination or suspension.

b. This Agreement may be terminated or suspended with cause by either party at any time provided that the respective party provides the other party at least ten (10) business days' written notice of such termination or suspension.

c. In the event of a termination of this Agreement under this section, Service Provider shall provide all documents, reports, data or other work product developed in performance of the Scope of Services of this Agreement to the City, within ten (10) calendar days of such termination and without additional charge to the City.

Section 21. TIME OF THE ESSENCE

Time is of the essence in the performance of this Agreement.

Section 22. INDEMNIFICATION

a. Service Provider shall defend, indemnify and hold harmless the City, its officers, officials, agents, employees and volunteers from and against any and all claims, demands, actions, losses, damage, injuries, and liability, direct or indirect, (including any and all costs and expenses in connection therewith), arising out of the performance of this Agreement, except for any such claim arising out of the sole negligence or willful misconduct of the City, its officers, agents, employees or volunteers.

b. The City does not, and shall not; waive any rights that it may have against Service Provider under this section because of the acceptance by the City, or the deposit with the City, of any insurance policy or certificate required pursuant to this Agreement. The hold harmless, indemnification and duty to defend provisions of this section shall apply regardless of whether or not said insurance policies are determined to be applicable to the claim, demand, action, damage, liability, loss, cost or expense described herein.

c. Notwithstanding the provisions of subsections a. and b. of this section, Service Provider shall not be responsible for damages or be in default or deemed to be in default by reason of delay caused by strikes, lockouts, accidents, or acts of God, or the failure of the City to furnish timely information or to approve or disapprove Service Provider's work promptly, or by reason of delay or faulty performance by the City, construction contractors, or governmental agencies, or by reason of any other delays beyond Service Provider's control, or for which Service Provider is without fault.

Section 23. BOOKS AND RECORDS

a. Service Provider shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the City for a minimum period of three years, or for any longer period required by law, from the date of final payment to Service Provider pursuant to this Agreement.

b. Service Provider shall maintain all documents and records which demonstrate performance under this Agreement for a minimum of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular

business hours, upon written request by the City Manager, City Attorney, City auditor or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall, when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Service Provider's address indicated for receipt of notices in this Agreement.

d. Where the City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Service Provider's business, the City may, by written request of any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained at City Hall. Access to such records and documents shall be granted to any party authorized by Service Provider, Service Provider's representatives, or Service Provider's successor-in-interest.

Section 24. OWNERSHIP OF DOCUMENTS

All plans, studies, documents and other writings prepared by and for Service Provider, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the City upon payment to Service Provider for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Service Provider or to any other party. Service Provider shall, at their expense, provide such reports, plans, studies, documents and other writings to the City upon written request.

Section 25. CONFIDENTIALITY

a. All ideas, memoranda, specifications, plans, procedures, drawings, photographs, descriptions, computer program data, input record data, written information, and other documents and data either created by or provided to Service Provider in connection with the performance of this Agreement shall be held confidential by Service Provider. Such materials shall not, without prior written consent of the City, be used by Service Provider for any purposes other than the performance of the services under this Agreement, nor shall such materials be disclosed to any person or entity not connected with the performance of the services under this Agreement. Nothing furnished to Service Provider which is otherwise known to Service Provider or is generally known, or has become known, to the related industry shall be deemed confidential.

b. Service Provider shall not use the City's insignia or photographs relating to the project for which Service Provider's services are rendered, or any publicity pertaining to the Service Provider's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

Section 26. MODIFICATIONS AND AMENDMENTS

This Agreement may be modified or amended only by a written instrument signed

by both parties.

Section 27. BACKGROUND CHECKS

At any time during the term of this Agreement, the City reserves the right to make an independent investigation into the background of Service Provider's personnel who perform work required in the Scope of Services, including but not limited to their references, character, address history, past employment, education, social security number validation, and criminal or police records, for the purpose of confirming that such personnel are lawfully employed, qualified to provide the subject service or pose a risk to the safety of persons or property in and around the vicinity of where the Services will be rendered or City Hall. If the City makes a reasonable determination that any of Service Provider's prospective or then current personnel is deemed objectionable, then the City may notify Service Provider of the same. Service Provider shall not use that personnel to perform work required in the Scope of Services, and if necessary, shall replace him or her with another suitable worker.

Section 28. ENTIRE AGREEMENT

a. This Agreement supersedes any and all other agreements, either oral or written, between the City and Service Provider with respect to the subject matter of this Agreement.

b. This Agreement contains all of the covenants and agreements between the parties with respect to the subject matter of this Agreement, and each party to this Agreement acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except those covenants and agreements embodied in this Agreement.

c. No agreement, statement, or promise not contained in this Agreement shall be valid or binding.

Section 29. AMBIGUITIES

This Agreement is in all respects intended by each party hereto to be deemed and construed to have been jointly prepared by the parties and the parties hereby expressly agree that any uncertainty or ambiguity existing herein shall not be interpreted against either of them. Except as expressly limited by this paragraph, all of the applicable rules of interpretation of contract shall govern the interpretation of any uncertainty or ambiguity of this Agreement.

Section 30. NOTICES

a. Any notice to be provided pursuant to this Agreement shall be in writing, and all such notices shall be delivered by personal service or by deposit in the United States mail, certified or registered, return receipt requested, with postage prepaid, and addressed to the parties as follows:

To the City:

_____, _____
City of Rancho Mirage
69-825 Highway 111
Rancho Mirage, CA 92270
Telephone: (760) 324-4511
Facsimile: (760) _____
Email: _____@ranchomirageca.gov

To Service Provider:

Telephone: _____
Email: _____

b. Notices, payments and other documents shall be deemed delivered upon receipt by personal service or as of the second (2nd) day after deposit in the United States mail.

Section 31. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

No officer or employee of the City shall be personally liable to Service Provider, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to Service Provider or to its successor, or for any breach of any obligation of the terms of this Agreement.

Section 32. REVIEW BY ATTORNEYS

Each party hereto has had its attorneys review this Agreement and all related documents. Each party hereto has consulted with its attorneys and has negotiated the terms of this Agreement based on such consultation.

Section 33. WAIVER

a. No waiver shall be binding, unless executed in writing by the party making the waiver.

b. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

c. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

Section 34. ASSIGNMENT AND SUBCONTRACTING

a. The experience, knowledge, capability and reputation of Service Provider, its principals and employees were a substantial inducement for the City to enter into this Agreement. Assignments of any or all rights, duties or obligations of the Service Provider under this Agreement will be permitted only with the written consent of the City.

b. Service Provider shall not subcontract any portion of the work to be performed under this Agreement without the written consent of the City. If the City consents to such subcontract, Service Provider shall be fully responsible to the City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between the City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as required by law.

Section 35. CARE OF WORK

The performance of services by Service Provider shall not relieve Service Provider from any obligation to correct any incomplete, inaccurate or defective work at no further cost to the City, when such inaccuracies are due to the negligence of Service Provider.

Section 36. CAPTIONS AND HEADINGS

The captions and headings contained in this Agreement are provided for identification purposes only and shall not be interpreted to limit or define the content of the provisions described under the respective caption or heading.

Section 37. SUCCESSORS, HEIRS AND ASSIGNS

Except as otherwise expressly provided herein, this Agreement shall be binding upon the successors, endorsees, assigns, heirs, and personal representatives of each of the parties to this Agreement and, likewise, shall inure to the benefit of the successors, endorsees, assigns, heirs, and personal representatives of each of the parties.

Section 38. SEVERABILITY

If any one or more of the sentences, clauses, paragraphs or sections contained herein is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate any of the remaining sentences, clauses, paragraphs or sections contained herein.

Section 39. GOVERNING LAW

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with California law.

Section 40. DEFAULT

a. Failure or delay by any party to this Agreement to perform any material term or provision of this Agreement shall constitute a default under this Agreement; provided however, that if the party who is otherwise claimed to be in default by the other party commences to cure, correct or remedy the alleged default within fifteen (15) calendar days after receipt of written notice specifying such default and shall diligently complete such cure, correction or remedy, such party shall not be deemed to be in default hereunder.

b. The party which may claim that a default has occurred shall give written notice of default to the party in default, specifying the alleged default. Delay in giving such notice shall not constitute a waiver of any default nor shall it change the time of default; provided, however, the injured party shall have no right to exercise any remedy for a default hereunder without delivering the written default notice, as specified herein.

c. Any failure or delay by a party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any rights or remedies associated with a default.

d. In the event that a default of any party to this Agreement may remain uncured for more than fifteen (15) calendar days following written notice, as provided above, a "breach" shall be deemed to have occurred. In the event of a breach, the injured party shall be entitled to seek any appropriate remedy or damages by initiating legal proceedings.

Section 41. CUMULATIVE REMEDIES

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

Section 42. VENUE

All proceedings involving disputes over the terms, provisions, covenants or conditions contained in this Agreement and all proceedings involving any enforcement action related to this Agreement shall be initiated and conducted in the applicable court or forum in Riverside County, California.

Section 43. LITIGATION EXPENSES AND ATTORNEY'S FEES

In the event any action, suite or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this Agreement or as a result of any alleged breach of any provision of this Agreement, the prevailing party in such suit or

proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.

Section 44. EFFECTIVENESS OF AGREEMENT

This Agreement shall not be binding upon the City, until signed by the authorized representative(s) of Service Provider, and approved as to form by the City Attorney, and executed by the City Manager or his or her designee.

Section 45. NO THIRD PARTY BENEFICIARIES

The parties do not intend the benefits of this Agreement to inure to any third party, nor shall any provision of this Agreement be so construed.

Section 46. LABOR LAWS; PREVAILING WAGES

a. All work or services performed within the State of California pursuant to this Agreement by Service Provider, Service Provider's employees and independent contractors, or contractor's subcontractors and its subcontractors' employees and independent contractors shall be performed by individuals lawfully permitted to perform such work or services in the State of California and/or the United States of America pursuant to all applicable State and/or Federal labor laws, rules and regulations including, but not limited to, any State or Federal law, rule or regulation prohibiting the employment of undocumented workers or any other person not lawfully permitted to perform said work or services in the State of California or the United States of America.

b. Documentation must be promptly submitted to the City at any time, at the request of the City, for the purpose of determining whether or not the work or services provided pursuant to this contract are being provided in compliance with Section 46a of this Agreement.

c. Service Provider represents that it is an equal opportunity employer and shall not discriminate against any subcontractor, employee, or applicant ("person") for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation. Unless otherwise permitted under the law, Service Provider shall not refuse to hire or employ any such person or refuse to select any such person for a training program leading to employment, or bar or discharge any such person from employment or from a training program leading to employment, or otherwise discriminate against any such person in compensation or in terms, conditions, or privileges of employment.

d. Service Provider and all of Service Provider's subcontractors, if any, shall pay each employee engaged in all applicable trades or occupation not less than the prevailing hourly wage rate for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In accordance with the provisions of Section 1770 of the California Labor Code ("Labor Code"), the Director of Department of

Industrial Relations of the State of California has determined the general prevailing rates of wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Labor Code Section 1773.8, apprenticeship or other training programs authorized by Labor Code Section 3093 and similar purposes applicable to the work to be done. Said wages are available through the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov/dlsr/PWD/index.htm> and are on file at City Hall, as provided in Section 1773.2 of the Labor Code. Said rates shall be posted at the Project site where work is to be performed, in accordance with Labor Code Section 1773.2. Service Provider shall access a copy of the wage rate determination and shall make all subcontractors, if any, aware of the determination. As the wage determination for each craft reflects an expiration date, it shall be the Service Provider's responsibility to ensure that the prevailing wage rates of concern are current and paid. Subject to the safe harbor provisions of Labor Code Section 1775, Service Provider shall forfeit to the City an amount not to exceed two hundred dollars (\$200) for each calendar day or portion thereof, as set by the Labor Commissioner in accordance with the terms of Labor Code section 1775, for each laborer, workmen or mechanics employed that is paid less than the general prevailing rate of wages herein referred to and stipulated for any work done under the proposed contract, by him, or by any subcontractor under him, in violation of the provisions of the Labor Code, and in particular, Sections 1770 to 1781 inclusive. Service Provider and any and all or its subcontractors shall forfeit to the City twenty-five dollars (\$25) for each worker employed in the performance of this Agreement for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Section 1813 of the Labor Code.

e. Service Provider and all subcontractors hired to perform any work under the Project shall keep accurate payroll records, including the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each worker, in accordance with Section 1776 of the Labor Code. Payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") or in a manner containing the same information as the forms provided by the DLSE. Failure to comply with the above may result in monetary penalties to the Service Provider or affected subcontractor. Payroll records shall be verified by written declaration made under penalty of perjury, that the information contained in the records is true and correct. Service Provider and any and all subcontractors shall make a certified copy of all payroll records available for inspection by DLSE, the City or any member of the public and otherwise provide certified copies of such records to any of the foregoing within ten (10) days of Service Provider's and subcontractor's receipt of written request therefor. Failure to comply with the above may result in monetary penalties, in accordance with Labor Code Section 1776(d) and (h).

f. Notwithstanding anything else to the contrary, Service Provider hereby acknowledges that all contractors must be registered with the Department of Industrial Relations ("Department") pursuant to Labor Code Section 1725.5 in order to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the

Public Contract Code, or engage in the performance of any public work contract, including this Agreement, that is subject to the payment of prevailing wages. Service Provider represents and warrants that Service Provider is registered with the Department in the manner prescribed by the Department and has paid the requisite application fee, as required by Labor Code Section 1725.5. Moreover, prior to Service Provider entering into any contracts with any subcontractor, Service Provider shall obtain proof that all such subcontractors have also registered with the Department in accordance with Section 1725.5.

**Section 47. REPRESENTATIONS OF PARTIES AND PERSONS
EXECUTING AGREEMENT**

a. Each of the parties to this Agreement hereby represents that all necessary and appropriate actions of their governing bodies have been taken to make this Agreement a binding obligation of each of the parties hereto.

b. The persons executing this Agreement warrant that they are duly authorized to execute this Agreement on behalf of and bind the parties each purports to represent.

Section 48. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed to be an original.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

CITY OF RANCHO MIRAGE

Randal K. Bynder, City Manager

Its: _____
(Title)

APPROVED AS TO CONTENT:

Name, Director of _____

ATTEST:

Cynthia Scott, City Clerk

APPROVED AS TO FORM:

Steven B. Quintanilla, City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

**SEE ATTACHED PROPOSAL
DATED _____**

EXHIBIT "B"

**CERTIFICATE OF EXEMPTION
FROM WORKERS' COMPENSATION INSURANCE**

I certify that, in the performance of the work to be performed by _____, for the City of Rancho Mirage, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of the California Labor Code, I shall forthwith comply with those provisions.

Name & Signature

Date: _____, 2015

EXHIBIT “C”

ACKNOWLEDGEMENT OF INSURANCE ENDORSEMENTS

In recognition of _____ (“Company”) having submitted a proposal to the City of Rancho Mirage Request for Proposals for Library Conveyor Upgrade and RFID Conversion Services, dated **June 17, 2015** (“RFP”), issued by the City of Rancho Mirage (“City”), and in further recognition that the City requires Company to comply with certain insurance requirements as set forth in Section 19 (“Insurance Provisions”) of the Agreement (which Agreement is defined in and made part of the RFP), I represent that I am authorized to sign on behalf of the insurance company listed below (“Insurer”), and by signing below, I acknowledge, warrant and represent that Insurer possesses the ability to, and if requested by Company, shall furnish all the insurance endorsements prescribed in the Insurance Provisions as respecting worker’s compensation and/or commercial general liability and/or commercial vehicle liability insurance and/or professional liability [PLEASE CHECK ALL THAT APPLY].

Name of Insurer [Print]

Name, Title [Print]

Signature