



REQUEST FOR QUALIFICATIONS (RFQ)

FOR

DSA INSPECTOR OF RECORD (IOR) SERVICES

April 18, 2006

***Sealed Statement of Qualification documents must be received no later than
Noon on Monday, May 1, 2006, at the following address:***

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Facilities Management Department
777 North "F" Street
San Bernardino, California 92410**

**REQUEST FOR QUALIFICATIONS (RFQ)
INSPECTOR OF RECORD (IOR) SERVICES**

**VARIOUS PROJECTS
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
FACILITIES MANAGEMENT**

1. STATEMENTS OF QUALIFICATIONS REQUESTED

The San Bernardino City Unified School District (“District”), Facilities Management, is requesting Statements of Qualifications (SOQ) from qualified firms and individuals for Division of the State Architect (DSA) Inspector or Record (IOR) Services for various K-12 modernization and new construction school projects. The District will be using both the Multiple Prime/Trade and General Contractor contracting delivery methods on these projects. Construction durations for these projects will range from six to twenty-four months, starting in June 2006. Any firm or individual hired by the District as a result of this RFQ will be an independent contractor to provide services for specific projects and will not be an employee of the District.

2. NUMBER OF SUBMISSIONS, DUE DATE AND TIME

In order to be considered, one (1) original and three (3) copies of the SOQ must be received at the address indicated below (paragraph 3) by personal delivery or mail no later than the following date and time:

May 1, 2006, Noon, Pacific Standard Time

The District encourages submittal of the SOQ prior to this date and will reject any SOQ received after the deadline indicated above.

3. ADDRESS FOR SUBMISSIONS

Interested, qualified candidates must submit their SOQ to the following address in a sealed envelope, clearly marked with the name and address of the firm or individual in the upper left corner:

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
(DSA IOR STATEMENT OF QUALIFICATIONS)
Facilities Management Department
777 North “F” Street
San Bernardino, California 92410

4. QUESTIONS ABOUT THE RFQ OR THE DISTRICT’S PROGRAM

Formal questions about the RFQ must be directed to the following contact in writing via e-mail:

Stan Hartman, Facilities Analyst
E-Mail: stan.hartman@sbcusd.com
Phone: (909) 881-8008 ext 1308282

5. **IOR'S SCOPE OF SERVICES**

The IOR's scope of services are set forth in Exhibit "A" of this RFQ. The scope may be modified at the sole discretion of the District prior to execution by the selected firms or individuals.

6. **SELECTION PROCESS**

The District intends, through this RFQ, to establish a shortlist of qualified professionals eligible to provide necessary IOR services for various construction projects as determined by the District. Subsequent to the District's establishment of the shortlist, the District will, as deemed necessary by and at the sole discretion of the District, enter into negotiations with the top-ranked firms and/or individuals. The District, will enter into Agreements with more than one firm or individual upon award by the Board of Education.

Upon execution of the Agreements and as needs arise for IOR services, the District will assign projects to individuals or firms at its sole Discretion. The District may require a Request for Proposal to assign projects.

7. **DISTRICT POLICIES REGARDING SOQ SUBMISSIONS**

7.1 No Reimbursement. The District will not reimburse candidates for costs that they incur in preparing their SOQs.

7.2 Right to Request Additional Information. The District reserves the right, at the District's sole discretion, to request additional information from any candidate in order to make a more fully informed decision regarding the SOQ.

7.3 Right to Reject. The District specifically reserves the right, at the District's sole discretion, to reject any or all SOQs.

8. **REQUIRED SOQ FORMAT AND CONTENT**

8.1 Prescribed SOQ Format. SOQs submitted in formats other than that prescribed below may, at the sole discretion of the District, be rejected. All Sections identified in paragraph 8.3 below must be included for the SOQ to be considered complete.

8.2 SOQ Format Requirements. SOQs – one (1) original and three (3) copies – should be submitted bound or in three-ring binders on 8½" by 11" paper, single-sided, with consecutive page numbers. Sections should be divided by labeled tabs that correspond to the Sections identified in paragraph 8.3 below. Each section should conform to the page limits specified herein.

8.3 **Content and Order of SOQ.** The SOQ should contain the following sections in the order presented below. Candidates are instructed to note page limits and numerical scoring.

<i>Section Title</i>	<i>Page Limit</i>	<i>Points</i>
Section A: Letter of Interest	2	5
Section B: Resumes of Inspection Staff	As Required	50
Section C: Fee Schedule	2	30
Section D: Capacity	2	10
Section E: Litigation History	1	5
Section F: Local Business Outreach Form	N/A	N/A
		Total: 100

Section requirement are as follows.

Section A: Letter of Interest:

The SOQ should be introduced with a Letter of Interest that presents a statement of interest with a brief description of the individual or firm including qualifications for providing the requested services. Include all of the following:

- i) Individual or firm name with address, telephone/fax numbers, email address
- ii) Contact name and title
- iii) Years in business
- iv) Number of current employees (if a firm)
- v) Type of business organization (if a firm)

Section B: Resumes of Inspection Staff

Submit detailed resumes for all proposed personnel including specific qualifications and recent related experience providing similar services. Include the following data and any other relevant information for the District to evaluate:

- i) DSA class, Education, Training & Professional Certifications
- ii) Project experience with focus on K-12 qualifications (include school district, project name, construction value, project type – Modernization vs. New School, and duration of inspection assignment) with a list of references with contact names and phone numbers on at least two projects.

Section C: Fee Schedule

Submit a fee schedule by proposed personnel including names, titles, fully burdened hourly rates and DSA Class. Be thorough and specific as this will form the basis of any Master Services Agreement that may be presented by the District. The fee schedule must include the following:

- i) Base Fee (Hourly Rate) with \$500,000 General Liability Insurance (See Exhibit B, Insurance Requirements)
- ii) Base Fee (Hourly Rate) without \$500,000 General Liability Insurance (See Exhibit B, Insurance Requirements)
- iii) Weekend Hourly Rate Fees
- iv) Other Reimbursable Expenses (if any)

Section D: Capacity

Indicate the individual or firm's proximity to the District and availability to accomplish the work. List the proposed inspection staff's current and anticipated availability over the next 12-18 months.

Section E: Litigation History

List all construction-related litigation in the last five (5) years, filed either by an owner, owner's consultant or contractor, against the individual or firm, or related to any project for which the individual or firm provided inspection services.

Section F: Local Business Outreach Form

Complete and submit the District's Local Business Outreach Program registration form (Exhibit C). The District is using this form to monitor the participation of all local, small, minority, woman and disabled veteran business enterprises in the Facilities Capital Improvement Program.

EXHIBIT A

**DRAFT SCOPE OF INSPECTOR'S SERVICES
INSPECTOR OF RECORD**

1.1 ALL ON-SITE INSPECTION SERVICES, INSPECTION-RELATED ACTIVITIES, AND SPECIAL INSPECTIONS

1.1.1 All On-Site Inspection Services and Inspection-Related Activities. The INSPECTOR's inspection services shall consist of all on-site inspection services of the PROJECT and all inspection-related activities relating thereto, including, but not limited to, the services set forth under this Article.

1.1.2 Special Inspections.

- .1** The INSPECTOR shall, if directed by the DISTRICT or the Architect, perform Special Inspections or oversee Special Inspections by specialty approved inspectors.
- .2** Special Inspections may be performed by the INSPECTOR if INSPECTOR has been specially approved for such purposes. Where other special inspectors are required to comply with DSA or California Building Code requirements, the INSPECTOR shall manage coordination, scheduling and timely reporting of results to the DISTRICT, the Construction Manager (if applicable), the Architect, and the DSA if required.
- .3** The DISTRICT may also require Special Inspection for any other shop fabrication procedures that preclude the complete inspection of the work after assembly. The DISTRICT may require Special Inspection at the job site in addition to those listed hereinabove under .1 if deemed necessary because of the special use of the materials or methods of construction.

1.2 ACCEPTED INDUSTRY PRACTICES, COMPLIANCE WITH ALL LAWS

The INSPECTOR shall follow accepted industry practices and comply with all federal, state and local laws and ordinances applicable to the work.

1.3 TITLE 24 CALIFORNIA CODE OF REGULATIONS, DISTRICT STANDARDS, DIVISION OF THE STATE ARCHITECT

The INSPECTOR shall ensure that the PROJECT Contractor's ("Contractor") installation of work is constructed to Title 24 California Code of Regulations, the DISTRICT standards and any other requirements of Public Agencies providing jurisdiction. Verifications shall include, but not be limited to, welding connections, electrical connections and material utilized in conformance with construction documents. The inspection shall be according to the Division of the State Architect ("DSA") inspection rules and regulations.

1.4 CONTINUOUS INSPECTION

The INSPECTOR shall perform continuous inspection of the PROJECT during the work of construction in all stages of its progress. Such inspection shall be conducted based on personal knowledge of the work of construction and shall ensure that the approved plans and specifications are completely executed. Continuous inspection means complete inspection of every part of the work. Work such as concrete or brick work that can be inspected only as it is placed shall require the constant presence of the INSPECTOR. Other types of work that can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In no case shall the INSPECTOR have or assume any duties that will prevent the INSPECTOR from providing continuous inspection.

1.5 INSPECTOR'S FAMILIARITY WITH PROJECT AGREEMENTS

The INSPECTOR shall become sufficiently acquainted with the PROJECT and the agreements between the DISTRICT and the Architect, Construction Manager (if applicable), and Contractor, to allow for the INSPECTOR's effective and productive interface between the DISTRICT, the Architect, the Construction Manager (if applicable), the Contractor, and governmental inspectors by government inspectors including but not limited to those government inspectors referred to in paragraph 1.9 herein.

1.6 JOB SITE MEETINGS

The INSPECTOR shall, as directed by the Architect, the DISTRICT, or the Construction Manager (if applicable), attend meetings held at the PROJECT site or the District Facilities or other location identified to the INSPECTOR by the District. Such meetings shall include, but are not limited to, billing meetings, specification reviews, coordination, and progress.

1.7 INSPECTOR'S RELATIONSHIP WITH ARCHITECT

The INSPECTOR shall consult with and work under the general direction of the Architect during the construction and installation phase of the PROJECT. Prior to commencement of work, the INSPECTOR shall cooperate with the Architect to develop an Inspection Plan for the Project. The INSPECTOR shall obtain from the Architect additional details or information when required at the PROJECT for the proper execution of the PROJECT. The INSPECTOR shall assist in the review of Contractor's submittals. The INSPECTOR shall review the plans and specifications. All inconsistencies or seeming errors noted by the INSPECTOR in the plans and specifications shall be immediately reported by the INSPECTOR, with written confirmation at the earliest possible time thereafter, to the Architect, with a copy to the DISTRICT and Construction Manager (if applicable), for the Architect's interpretation and instructions relating thereto. In no case, however, shall the instruction of the Architect be construed by the INSPECTOR to cause work to be done that is not in conformity with approved plans, specifications and change orders. Interpretations received by the INSPECTOR from the Architect that cause deviations from the approved plans, specifications and change orders shall be referred by the INSPECTOR to the architect responsible for preparation of change orders to cover the required work.

1.8 INSPECTOR'S RELATIONSHIP WITH CONTRACTOR

The INSPECTOR shall, through the Contractor's representative, maintain liaison with the Contractor and all subcontractors on the PROJECT. The INSPECTOR shall consider and evaluate suggestions and

recommendations that may be submitted by the Contractor to the Architect, and report verbally and confirm in writing the same to the Contractor, the Construction Manager (if applicable), and the Architect, with recommendations to the Construction Manager (if applicable), Architect and the DISTRICT for final decision.

1.9 GOVERNMENTAL AGENCIES HAVING JURISDICTION

1.9.1 Site Visits by Governmental Inspectors. If any governmental inspectors representing local, state or federal agencies having jurisdiction of the PROJECT should visit the PROJECT site, the INSPECTOR shall accompany such governmental inspectors during their visits through the PROJECT, and record in writing and report to the Construction Manager (if applicable), the Architect and the DISTRICT the results of such governmental inspections.

1.9.2 Notifications to Government Agencies and Inspectors. The INSPECTOR shall notify the governmental agencies and inspectors having authority over the PROJECT when the work is started on the PROJECT; at least forty-eight (48) hours in advance when foundation trenches will be complete; when the work is ready for footing forms; at least forty-eight (48) hours in advance of the first pour of concrete; and when the work is suspended for a period of more than two (2) weeks.

1.10 INSPECTOR'S JOB FILES

The INSPECTOR shall maintain orderly job files at the PROJECT site that include correspondence; reports of Project site conferences; minutes of job site meetings; shop drawings; and reproductions of the original Construction Contract of the Contractor ("Construction Contract"), including all addenda, change orders, and supplementary drawings and specifications issued subsequent to the award of the Construction Contract. The INSPECTOR shall keep a file of approved plans and specifications, including all approved addenda and change orders, on the job site at all times, and shall immediately return any unapproved documents to the Architect for proper action. The INSPECTOR, as a condition of INSPECTOR's contract, shall have and maintain on the job at all times all codes and documents referred to in the plans and specifications for the PROJECT.

1.11 INSPECTOR'S DAILY RECORDS

The INSPECTOR shall maintain daily inspector reports and job files that are thorough, complete and orderly and deemed by the INSPECTOR to be accurate and qualitative. Such reports shall record hours on the PROJECT site; weather conditions; construction procedures, where performed and any deviations therefrom; construction equipment and vehicles utilized; manpower assigned by the Contractor and subcontractors; equipment and materials delivered to the site, including INSPECTOR's inspection thereof within forty-eight (48) hours of Contractor's delivery to the job site and INSPECTOR's determination that they meet submittal and specification requirements; daily activities; verbal instructions and clarifications of the work given to the Contractor; decisions that either clarify or deviate from the contract documents; general observations and specific observations in detail as in the case of PROJECT test procedures and results; occurrences or conditions that might affect the construction budget or schedule; any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken; telephone calls made of a substantial nature, including statements or commitments made during the call; and names of all visitors to the PROJECT site, including agency representation and agents of the DISTRICT. Said reports and/or job files shall be made available to the PROJECT Architect

(“Architect”), the Construction Manager (if applicable), and the DISTRICT upon request. Failure to provide these Daily Records shall constitute a material breach of contract and may be cause for termination of this AGREEMENT by the DISTRICT.

1.12 INSPECTOR’S VERIFIED and SEMI-MONTHLY REPORTS

The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting reports required by Title 24 as follows:

Copies of verified reports required by Title 24 CCR shall be submitted to the DISTRICT within five (5) work days of the end of the report period and within five (5) days of final acceptance for the final verified report.

Copies of semi-monthly reports required by Title 24 CCR shall be submitted to the DISTRICT within two (2) work days of the close of the report period. These reports shall include the following information as a minimum:

- a. A brief description of the work in progress by each trade or contractor with an estimate of the percentage completed to date.
- b. Notation of progress or other project related meetings conducted on site.
- c. Notice of official visitors to the site to include the dates of their visit and a brief description of their visit.
- d. Notation of all approved submittal, change orders, bulletins, and requests for information or clarification received by the CONTRACTOR from the architect or project engineer.
- e. Notation of all correction notices or notices of non-compliance issued to the contractor (include a copy of such notices with the report).
- f. Notification of any situation or development that may have an adverse impact on construction activities or delays in material delivery.
- g. Notation of the average number of workers and foremen on site each day for the report period.
- h. Notice of any delays due to adverse weather conditions including a brief description of the circumstances and any work that was impeded.
- i. Notation of any deviation from the contractor’s approved construction schedule.
- j. Certification that the construction activities and materials comply with approved project documents unless otherwise specifically noted in the report

1.13 INSPECTOR’S RECORDS OF CONSTRUCTION PROCEDURES

1.13.1 Maintain all Records. The INSPECTOR shall maintain all of INSPECTOR’S inspection records of construction procedures on the PROJECT jobsite until the completion of the work. The INSPECTOR shall maintain a record of phases of construction procedures, if such construction procedures are required.

1.13.2 Concrete-Pouring Operations. The INSPECTOR’s records shall show the date and time of placing concrete and the date and time of removal of forms in each portion of the structure..

1.13.3 Welding Operations. The INSPECTOR’s records shall include identification marks of welders, lists of defective welds, manner of correction of defects, and any other relevant information.

1.13.4 Piles. The INSPECTOR's records shall, when piles are driven for foundations, include penetration under the last ten (10) blows for each pile.

1.14 TESTS

1.14.1 Advise in Advance, Observe and Record. The INSPECTOR shall advise the Architect, the Construction Manager (if applicable), and the DISTRICT in advance, verbally and in writing, of the schedules of tests and shall observe the tests at the PROJECT site that are required by the Construction Contract. The INSPECTOR shall record in writing all necessary details relative to the test procedures and results.

1.14.2 Testing Services for Observation. The INSPECTOR shall observe and record all testing services.

1.15 CERTIFICATION DOCUMENTATION

The INSPECTOR shall ensure that all required certification documentation relative to the PROJECT is received in a timely manner by the Construction Manager (if applicable), and the DISTRICT.

1.16 CONTRACTOR'S DEVIATIONS IN THE WORK

Whenever the INSPECTOR observes that the Contractor is performing any portion of the PROJECT in deviation from the approved plans, specifications or change orders or in violation of any local, state or federal codes, or contrary to approved revisions to any of the above, the INSPECTOR shall, if such deviation or violation is not immediately corrected by the Contractor when brought to the attention of the Contractor by the INSPECTOR, immediately direct the Contractor in writing, while simultaneously notifying the Architect, the Construction Manager (if applicable), and the DISTRICT, to cease installation of that nonconforming portion of the PROJECT, pending further decision by the Architect and the DISTRICT; and shall, in all cases, whether or not said deviations or violations are immediately corrected by the Contractor, make a written record of same. The INSPECTOR shall deliver copies of the writings referred to in this paragraph to the DISTRICT within twenty-four (24) hours of INSPECTOR'S origination of the writings.

1.17 DEFECTIVE WORK

If the INSPECTOR determines that any portion of the PROJECT is defective and such defect requires that portion of the work to be rejected, the INSPECTOR shall immediately report said defective work to the Architect, the Construction Manager (if applicable), and the DISTRICT. The INSPECTOR's initial report regarding such defective work may be either verbal or in writing, whichever form is deemed more appropriate by the INSPECTOR under the circumstances. However, if such initial report is verbal, the INSPECTOR shall confirm said verbal report in writing within one (1) calendar day.

1.18 FAILURE TO NOTIFY THE ARCHITECT, THE CONSTRUCTION MANAGER, AND THE DISTRICT

INSPECTOR's failure to notify the Architect, the Construction Manager (if applicable), and the DISTRICT of work not in compliance with the plans and specifications shall constitute a material breach of contract and may be cause for termination of this AGREEMENT by the DISTRICT.

1.19 CONSTRUCTION SCHEDULE, POTENTIAL DELAYS IN SUBSTANTIAL COMPLETION

The INSPECTOR shall be alert to the construction schedule and to any conditions that may cause delay in substantial completion of the PROJECT. Upon observing such conditions, the INSPECTOR shall report the same immediately and, within one (1) calendar day of observing such conditions, confirm the same in writing to the Architect, the Construction Manager (if applicable), and the DISTRICT.

1.20 PAYMENT REQUESTS

The INSPECTOR shall review the Contractor's pay requests prior to the issuance of Architect's and Contractor's certificate of payment to the Construction Manager (if applicable) and the DISTRICT and indicate whether amounts claimed by the Contractor are, in the INSPECTOR's opinion, correct. The INSPECTOR'S approval of pay requests shall be shown by signature of the INSPECTOR on the pay request.

1.21 CONSTRUCTION AT EXISTING FACILITIES

The INSPECTOR shall, where existing facilities are to be maintained in operation during the PROJECT, assist as a liaison between the Construction Manager (if applicable), the DISTRICT and the Contractor in order to prevent materially adverse disruption to the DISTRICT's operations at or near the PROJECT site.

1.22 OCCUPANCY OF FACILITY

The INSPECTOR shall, in the event that the DISTRICT should occupy the PROJECT or any portion thereof prior to substantial completion of the PROJECT by the Contractor, assist in the development of a punch list agreement between the DISTRICT, the Construction Manager (if applicable), the Architect and the Contractor as to incomplete items and the general conditions of areas to be occupied by the DISTRICT prior to substantial completion of the PROJECT by the Contractor.

1.23 AS-BUILT DRAWINGS

The INSPECTOR shall review and verify the adequacy and accuracy of required As-Built drawings prepared by the Contractor, as set forth in the Construction Contract, and determine that such As-Built drawings are updated by the Contractor on a monthly basis prior to processing of Contractor's monthly payment request.

1.24 PUNCH LIST ITEMS

The INSPECTOR shall, after substantial completion or completion of a portion thereof, check each punch list item to ensure that it is corrected in accordance with the Construction Contract, plans and specifications.

EXHIBIT B

**DRAFT INSURANCE REQUIREMENTS
INSPECTOR OF RECORD**

1.1 COMPLIANCE WITH LAWS, WORKERS COMPENSATION INSURANCE, HOLD DISTRICT HARMLESS

The INSPECTOR shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including workers compensation insurance laws. The INSPECTOR understands that, as an independent contractor, INSPECTOR is not covered by any type of DISTRICT insurance, including workers compensation insurance. The INSPECTOR shall provide, through insurance policies or self-insurance, workers compensation insurance coverage for its employees who provide services hereunder. The DISTRICT understands that the INSPECTOR may use independent contractors, volunteers or others not covered by the INSPECTOR's workers compensation coverage to provide services hereunder. The INSPECTOR shall advise such persons providing services hereunder at the direction of the INSPECTOR that workers compensation insurance is not provided by the DISTRICT, and the INSPECTOR shall hold the DISTRICT harmless from any and all claims for damages that may be asserted by such persons.

1.2 SELF-EMPLOYMENT, RESPONSIBILITY FOR MEDICAL INSURANCE AND COSTS

If the INSPECTOR is a self-employed individual, the INSPECTOR agrees to arrange, in lieu of workers compensation insurance, for insurance for or financial responsibility for any and all medical and related treatment, and to pay the cost of such treatment, including emergency treatment that may be provided that the INSPECTOR did not arrange for which may be required due to any injuries of any type that may be sustained by the INSPECTOR while performing services under this AGREEMENT. The INSPECTOR shall, prior to commencing services herein, provide the DISTRICT with satisfactory evidence of medical coverage as set forth in Paragraph 1.5, below. Cancellation or lack of medical coverage for the INSPECTOR shall not relieve the INSPECTOR of INSPECTOR's financial responsibility for the cost of medical and related treatment.

1.3 COMPREHENSIVE GENERAL LIABILITY

The INSPECTOR shall carry and maintain during the term of this AGREEMENT a policy of comprehensive General Liability with a limit of not less than \$500,000 per occurrence. The DISTRICT reserves the right to waive this General Liability insurance requirement and if so waived, the INSPECTOR shall hold the DISTRICT harmless from any and all claims for damages.

1.4 AUTO LIABILITY

The INSPECTOR shall confirm that all individual inspection staff shall carry and maintain personal Auto Liability for owned, hired and non-owned vehicles, for injury, damage and loss, including, but not limited to, premises and operations, contractual liability and personal injury that may arise from and in connection with the performance or nonperformance of INSPECTOR's services herein. The INSPECTOR shall hold the DISTRICT harmless from any and all claims for injury, damage, and loss.

1.5 EVIDENCE OF COVERAGE, CANCELLATION OR MATERIAL CHANGES

Not later than ten (10) calendar days after the date of execution of this AGREEMENT and, in any case, prior to commencement of any of the INSPECTOR's services herein, the INSPECTOR shall furnish certificates of insurance evidencing the insurance coverage required above, including endorsements, to the DISTRICT Department administering the Agreement, which certificates shall provide that such insurance shall not be terminated or expire or be materially changed without thirty (30) calendar days written notice to the Department, and INSPECTOR shall maintain such insurance from the time that the INSPECTOR commences performance of services hereunder until INSPECTOR's completion of such services. Within sixty (60) calendar days of the commencement of this Agreement, the INSPECTOR shall furnish certified copies of the policies and all endorsements.

1.6 ADDITIONAL NAMED INSUREDS

All insurance policies, except for Workers Compensation shall contain additional endorsements naming the DISTRICT and its officers, employees, agents and volunteers as additional named insureds with respect to liabilities arising out of the performance of services hereunder.

1.7 WAIVER OF SUBROGATION RIGHTS

INSPECTOR shall require the carriers of the coverages required above to waive all rights of subrogation against the DISTRICT, its officers, employees, /agents, volunteers, contractors and subcontractors.

1.8 POLICIES PRIMARY AND NON-CONTRIBUTORY

All policies required above shall be primary and non-contributory with any insurance or self-insurance programs carried or administered by the DISTRICT.

1.9 INSURANCE REVIEW

The above insurance requirements are subject to periodic review by the DISTRICT. The DISTRICT's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the DISTRICT. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements to require additional types or insurance coverage or coverage limits, provided that any such change is reasonable in light of past claims against the DISTRICT, inflation, or any other item reasonably related to the DISTRICT's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types or insurance coverage or higher coverage limits shall be made by amendment to this Agreement. INSPECTOR agrees to execute any such amendment with thirty (30) calendar days of receipt.

EXHIBIT C
LOCAL BUSINESS OUTREACH FORM - INSPECTOR OF RECORD



BUILDING SCHOOLS.
BUILDING EDUCATION.
BUILDING OPPORTUNITIES.



SBCUSD LOCAL BUSINESS OUTREACH PROGRAM

SBCUSD LBOP REGISTRATION				
Company Information			Contact Information	
Company Name			Name	Title/Position
Local Address			Cell phone	
			Office phone	
Corporate Address (if different than local)			E-mail	
			Web Address	
Ownership Type (check type)	Employee Count	Gross Receipts	Small Business Cert (circle type)	
Sole proprietor		YR/\$	SB/DVBE/other:	
Corporation			Name on Certification:	
Partnership				
Nonprofit			Certifying Agency:	
Other:(describe)				
Business Goods and/or Services (CSI) (Check all that apply and circle or note specialty)				
General Contracting (00)	Doors and Windows (08)	Electrical (16)	Planning	
General Requirement (01)	Finishes (09)	Utilities	Architect/Engineer	
Site work (02) Demo/remed	Specialties (10)	Communications/ IT	Construction Mgmt Legal	
Concrete (03)	Equipment (11)	Landscape/Irrigation	CADD/Drafting	
Masonry (04)	Furniture (12)	Security	Admin/office Graphic Design	
Metals (05)	Spec Constr (13)	Portable/mod facilities (lease/purchase)	Accounting AP,AR, HR, Payroll	
Woods and plastics (06)	Conveying systems (14)	Real Estate/Appraisal/CEQA	DSA, CEQA, CDE Specialty:	
Thermal and moisture (07)	Mechanical (15)	Inspection (dsa certified: 1/II/III/IP)	OTHER:(specify)	
Local Business Program Qualifications				
To qualify as a local business complete #1 and #2 To be designated as an "ED Friendly" local business also complete #3				
1. SBCUSD Local Business Outreach Program Registration Form completed and deliver program information via: (circle one) a. USPS b. E-mail				
2. Local Business (circle all that apply) a. License b. local business address c. local resident (attach copy of documentation) b. City of San Bernardino b. County of San Bernardino c. Other:				
3. "ED Friendly" Designation (you must check at least one)			Contact name/tel	School/Co.
a.As a local business, contribute time, talent and/or treasure in support of SBCUSD education programs (attach copy of documentation)				
b. Partner/Subcontract with other local businesses who are Ed Friendly (attach copy of documentation)				