

**CASITAS MUNICIPAL  
WATER DISTRICT**



**REQUEST FOR PROPOSAL  
Lake Casitas Recreation Area  
Water Adventure Fencing Project**



**IFB#0000100**

*Bids will be received at the office of the  
Casitas Municipal Water District,  
1055 Ventura Avenue, Oak View, California 93022  
until Monday, February 29th, 2016 @ 2:00 p.m.*

**CASITAS MUNICIPAL WATER DISTRICT  
INFORMAL**

**REQUEST FOR PROPOSAL - INFORMAL**  
(under \$35,00)

**Lake Casitas Recreation Area  
Water Adventure Fencing Project**

**January 28<sup>th</sup>, 2016**

**A. INTRODUCTION**

The Casitas Municipal Water District (The District) is soliciting proposals from qualified contractors to replace approximately 400 linear feet of existing green chain-link fencing located on the eastern side of the waterpark. Casitas intends to receive proposals that include all contractor services, including labor, materials, and equipment necessary to complete the work described in this request for proposal.

All work shall be performed in accordance with State, Federal and local County laws and codes.

**B. PROPOSAL SUBMITTAL**

The proposal should be submitted in written form to Casitas Municipal Water District, 1055 North Ventura Avenue, Oak View, California 93022, and ATTN: Aaron Wall. Proposals will be accepted until February 29th, @ Time 02:00 P.M. No proposals will be accepted after that time and date. The firm shall submit one copy of the proposal.

**C. BACKGROUND**

The District has a need for fencing and installation at Lake Casitas Recreation Area replacing existing 5 foot height fencing with 8 foot fencing to increase security of the waterpark located at the front entrance of Lake Casitas Recreation Area. Project consists of replacing approximately 400 linear feet of existing green chain-link fencing located on the eastern side of the waterpark.

**D. PRE-PROPOSAL JOB WALK**

A pre-bid job walk of the Casitas Water Adventure Fence Project is optional. Bidders may contact Aaron Wall at (805) 797-1207 and schedule site visits between the hours of 8:30 a.m. to 3:30 p.m. (Mon- Fri). If required, a job walk shall be scheduled at least (4) four working days prior to bid due date.

## Job Location

- Lake Casitas Recreation Area  
11311 Santa Ana Rd.  
Ventura, CA 93001

## **E. PROJECT AND SCOPE**

The intent of the project is to have a contractor remove approximately 400 linear feet of existing five foot vinyl 1 ¾ inch green chainlink fencing, fence posts and footings located on the eastern side of the waterpark and replacing with 8 foot vinyl 1 ¾ inch green chainlink fencing, appropriately sized fence posts, footings top rail and bottom tension wire.

The scope of work consists of the following:

1. Remove 400 ft. of 5 ft. High Chain Link Fencing, Fence Posts and Footings
2. Install 400 ft. of 8 ft. High Chain Link Fencing (9ga) Green (Match Existing) Vinyl Coated Material Priced by Linear foot.
3. 4 – 3 inch End and Gate Posts SS40
4. 38 – 2 ½ inch Line Posts SS40
5. 400 ft. 1 5/8 inch Top Rail SS20
6. 400 ft. Bottom Tension Wire (7ga)
7. 1 – 12 ft. Wide 8 ft. High Double Swing Self Closing Gate Chain Link Fencing (9ga) Green (Match Existing) Vinyl Coated Material
8. 1 – 5 ft. Wide 8 ft. High Double Swing Self Closing Gate Chain Link Fencing (9ga) Green (Match Existing) Vinyl Coated Material
9. Swing Self Closing Gate
10. All Posts Capped with Pressed Steel Dome Post Caps
11. All Posts Set In Concrete

## **F. CONTRACT DOCUMENTS:**

The contract documents shall consist of the following:

1. The Request for Proposal
2. The Contractor's Proposal (inclusive of bidding sheet, bidder's plan, and bidders statement of subcontractors)
3. Casitas' Specification Part B – General Conditions
4. Drawings – If any
5. Pictures – If any
6. Changes - by issuance of a Supplemental Notice or Addendum.
7. No Bonds are required for proposals under \$35,000

## **G. SPECIAL CONDITIONS**

1. Requirement. The work to be performed under this contract shall consist of furnishing all plans, tools, materials, supplies and manufactured articles and for furnishing all transportation, services, including fuel, power and water, trench shoring, and essential communications and the performance of all labor, work or other operations required for the fulfillment of the contract in strict accordance with the specifications, schedules and drawings, all of which are made a part hereof, and including such detail sketches as may be furnished by the Engineer from time to time during the construction in explanation of said drawings. The work shall be complete, and work, materials and services not expressly called for in the specifications or not shown on the drawings which may be necessary for complete and proper construction to carry out the contract in good faith shall be performed, furnished and installed by the Contractor at no increase in cost to the District.

2. Contractor. The Contractor shall be a licensed contractor in the State of California and shall have a Class B General Contractors License and have a minimum of three (3) years practical experience doing similar projects. The Contractor shall evidence this requirement by furnishing a written list of references to include names and phone numbers with the Bidder's Questionnaire and submit said list to the District with the proposal.

3. Prevailing Wage. In accordance with the provisions of Section 1770 of the California Labor Code, the Casitas Municipal Water District has ascertained the general prevailing rate of wages applicable to the work to be done. It shall be mandatory upon the Contractor to whom the contract is awarded, and upon the subcontractor under them, to pay not less than the specified rates to all laborers and mechanics employed by them in the execution of the contract. The wage scale can be viewed at [www.dir.ca.gov/dlsr/statistics\\_research.html](http://www.dir.ca.gov/dlsr/statistics_research.html).

The project is recognized as a public works project and as such Articles 1 and 2 of Chapter 1, Part 7, Division II of the California Labor Code, including Sections 1720 through 1861 are applicable to this project. Said sections require the use of prevailing wages for each craft or classification necessary to do the work. Contractors and Subcontractors shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirement of Section 4104 of the Public Contract Code or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1

**All bidders and their subcontractors shall be registered with the California Department of Industrial Relations (DIR) in accordance with Labor Code Sections 1725.5, 1771, 1773.3 and 1776. Failure of the bidder or subcontractors to be registered with the DIR shall render their bid as non-responsive and will be rejected except where State code provides for exceptions to the registration requirements. All contractors and their subcontractors shall furnish electronic certified payroll records directly to the Labor Commissioner, also known as Division of Labor Standards Enforcement.**

4. Pre-Construction. Prior to the start of construction, at a time agreed on between the Contractor and the District, a pre-construction and safety conference shall be held for the purpose of discussing and familiarizing all concerned with the contract documents, procedures, standards, security and access, correspondence, material requirements and safety issues relevant to this project. The pre-construction meeting will be held at the District Office, followed by a visit to the site. Personnel to be present at this meeting are representatives of Casitas, the General Contractor and his superintendent, the subcontractors and their foremen or superintendents.

5. Beginning and Completion of the Work.

(a) The Contractor shall begin the work within fifteen (15) calendar days after the Purchase Order is issued.

(b) The District desires the work to begin before May 1st, 2016. The contractor shall have seven (7) work days to complete all work. If additional working days are needed they may be negotiated based on the amount and type of work.

(c) Work completed after the contract time specified above will be subject to liquidated damages of \$500 per day beyond the calendar days provided for this work.

6. Access to the Site and Haul Routes.

(a) The Contractors shall make their own investigation of the condition of the available public or private roads or other access, and of clearances, restrictions, bridge load limits, bond requirements and other limitation that affect or may affect transportation and ingress and egress at the job site. The unavailability of transportation facilities or limitation thereon shall not become a basis for claims for damages or extension of time for completion of work. It shall be the Contractor's responsibility to construct and maintain, at his own expense and at his own risk, any haul roads, access roads, bridges or drainage structures required by construction operations.

(b) Existing Public or Private Roads. The use of existing roads shall be at the Contractor's own expense and risk. It shall be the Contractor's responsibility to

anticipate and meet all conditions properly imposed upon the use of existing roads by those having jurisdiction there over, including (without limitation of the generality of the foregoing) seasonal or other limitations or restrictions, the payment of excess size and weight fees, and the posting of bonds conditioned upon repair of road damage caused by contract generated traffic. It shall be the Contractor's responsibility to satisfy all lawful demands for repair of damage to existing roads caused by contract generated traffic and barricade public access to project sites.

(c) Public Access Routes. Contractor shall insure that all Contractor, subcontractor and employees adhere to traffic laws, especially in residential neighborhoods. The Contractor shall provide worker training and follow-up reminders about traffic safety issues and restrictions to all employees and representatives from firms that will be traveling to the work site. Any employee or subcontractor that the District receives reports regarding failing to abide by the traffic roads shall be removed from the job and replaced at no cost to the District.

#### 7. Security and Access Restrictions.

(a) The access to the facility is strictly controlled by the District. The Contractor shall provide a written list of the names of all Contractors' employees that are to be considered by the District for access to the work site. The District will communicate any restriction or denial of access of any Contractor employee, as the District deems necessary.

(b) Any actions of Contractor's employee(s) deemed by the District as unacceptable while within the restricted area shall result in the immediate and permanent removal of the Contractor's employee from the work site.

(c) Only those employees that have been submitted by the Contractor and approved by the District are allowed to enter the work site. Any revisions to the employee list shall be submitted to the District seven (7) working days in advance of the desired date of site entry.

(d) Work can only be performed between the hours of 8:00 AM and 4:30 PM Monday through Friday. No work or presence of Contractor's employees will be allowed at the work site between 4:30 PM through 8:00 AM., Saturdays, Sundays or holidays observed by the District. Work outside of these hours is prohibited unless District grants explicit written approval.

(e) The Contractor shall be responsible for the security of the equipment and materials that are left at the job site. Further, the Contractor shall secure the site when not present.

(f) The Contractor shall be responsible for site security, closure and locking

of existing access gates, allowing continuous access for CMWD employees and any losses due to theft, vandalism of project components during the completion of the work.

(g) All work shall be performed in a way as to minimize the disruption to the District's current operations.

(h) The Contractor shall be responsible for the safe storage and security of equipment, materials, and waste by-products used or produced during the course of work.

#### 8. Work Area.

(a) The Contractor shall be limited to the work area in and around the project site, as delineated by the project. The Contractor shall cooperate with District staff in keeping the access routes open and the work area maintained in a clean manner. The Contractor shall provide a trash can for the purpose of collecting trash generated from worker's lunches. This trash can shall be removed and emptied weekly or sooner if needed. The site shall be policed daily for loose trash.

(b) The Contractor shall also be responsible for any damage to district infrastructure done by them or their employees. In the event of the contractor's failure to do so, the repair work may be done by the District at the Contractor's expense.

#### 9. Permits.

(a) Contractor's attention is directed to Sections 28 and 30 of Part B - General Conditions of these specifications. Contractor is required to obtain all appropriate permits for all work.

(b) In the event that the District or the Contractor is issued a notice of warning of noncompliance from any agency which issues a permit, it shall be the responsibility of the Contractor to immediately take whatever action is reasonably required to have said notice or warning lifted.

10. Explosives and Blasting. The use of explosives on the work will not be permitted.

11. Water, Power and Sanitation .The Contractor will be required to make his own arrangements for water and power require during construction of the project. If water is obtained from existing District facilities, the water will be furnished free of charge, but Contractor shall install and subsequently remove at his expense, all temporary facilities required to obtain and use the water. The Contractor shall be required to provide and maintain sanitation facilities for his workers at the project site.

12. Rocky Conditions. Rocky conditions, if encountered during project excavation or trenching, shall not be a basis for extra work charges to the District.

13. Construction Surveys. No construction survey or staking will be provided by the District.

14. Safety.

(a) The Contractor shall execute and maintain his work so as to avoid injury or damage to any person or property. The Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work.

(b) In carrying out his work, the Contractor shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations. Safety precautions as applicable shall include, but not be limited to, adequate life protection, and lifesaving equipment; adequate illumination for underground and night operations; instructions in accident prevention for all employees; such machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; traffic control per County of Ventura requirements; and adequate facilities for the proper inspection and maintenance of all safety measures.

(c) The Contractor shall post the names and telephone numbers of at least two medical doctors practicing in the vicinity and the telephone number of the local ambulance service shall be prominently displayed adjacent to telephones. In the event a land line is not present, a cell phone shall be on the work site at all times. All aforementioned names and numbers shall be posted or present on site in clear view.

15. Non-residency at Job Site. The Contractor, his employees or any of his subcontractors shall not be permitted to remain at any of the job sites during non-working hours.

16. Coordination of Work.

(a) The Contractor shall coordinate his work with the District, material suppliers, manufacturers and subcontractors during the course of the work, and approved by the Engineer.



(b) Casitas will provide direction and assistance in the safe shutdown, lock-out tag-out and block-out of the equipment at the facility

17. Submittals.

(a) The Contractor shall review, mark with approval, and submit for review to the District all material specifications, as well as any additional submittals the District may find necessary. Two (2) sets of any submittal documents shall be submitted to the District and be accompanied by a letter of transmittal listing the materials submitted. Submittals shall show the name of the project, the name of the Contractor, and if any, the names of the suppliers, manufacturers and subcontractors. Submittal documents shall be submitted with promptness and in an orderly sequence so as not to cause delay in prosecution of the work. By submitting said information, the Contractor represents that the material, equipment and other work shown therein conforms to the plans and specifications, unless otherwise indicated in writing on the transmittal.

(b) The District will, within one (1) week of submittal receipt, return comments to the Contractor with any corrects thereon. If so noted by the District, the Contractor shall correct the submittal and resubmit them in the same manner as specified for the original submittal. Shop drawings that are approved by the District and will not require a resubmittal, shall be returned to the Contractor as, "Approved, No Exceptions Taken."

(c) The review of the District is only of general conformance with the design concept of the project, and general compliance with the plans and specifications and shall not be construed as relieving the Contractor of the full responsibility for: providing materials, equipment, and work required by the Contract; the proper fitting and construction of the work; the accuracy and co-processes, techniques of surface preparation, and performing the work in a safe manner.

(d) No portion of the work requiring a shop drawing submittal shall commence until the submittal has been reviewed by the District and returned to the Contractor with a notation "Approved, No Exceptions Taken."

(e) Prior to District approval and commencement of construction, the Contractor shall submit to the District:

- (1) **Work Schedule** - Chart for schedule of work and order of precedence.
- (2) **Employee List** - A list of employees the contractor intends to use and the foreman identified.
- (3) **Contractor's Safety Plan** - A copy of the Contractor's safety plan

shall be provided to Casitas prior to the start of work, and a copy of all Contractors' training, incident reports, and safety permits shall be provided to Casitas as they are completed.

- (4) **Work Experience** – Contractor shall submit a listing of references with names and phone numbers of no less than 3 similar projects to the one being bid on at Casitas.
- (5) **Notification of Conflict** – Contractor shall submit in writing to District if the contractor identifies any conflicts which could affect the project and the ability to complete on schedule.

18. Materials. All parts and materials provided for construction of the project shall be **NEW** unless otherwise indicated.

19. Final Clean-up. Reference is made to Section 45 of Part B. Upon completion of the work and before final inspection and request for payment, the Contractor shall remove and dispose of all items used under his direction. A general cleanup shall be performed to the satisfaction of the District.

20. Noise. Any equipment used outside of normal working hours of 8:00 AM-4:30 PM shall not disturb adjacent neighbors. "Disturb" in this instance is defined as more than 5 dB above the ambient noise level.

## **H. SELECTION**

1. As determined by the District, the bid will be awarded to the lowest responsible and responsive bidder that contains a bid for the total amount to complete the specified work. The bid amount will be determined by the total for bid items. In the event the total bid amount exceeds the budgeted amount for this project, the District reserves the right to delete bid item(s) and the new cumulative total becomes the bid amount.

2. If the District is unable to enter into agreement with the selected contractor for any reason, it reserves the right to award the contract to the next most qualified contractor who submitted a bid. The same selection process would be used to select the alternate contractor. The District reserves the right to retain all bids for a period of forty five (45) days and to reject any bids that are considered unacceptable or any bids for any reason at the sole discretion of the District, or to waive any minor irregularities for any reason with or without cause.

## **I. CONTRACT**

It is expected that the Contractor will enter into a Purchase Order Agreement with the District to perform the work. The conditions to be included in that contract are as follows:

- (a) The contractor shall provide insurance in accordance with the District's General Conditions (Part B).
- (b) Any review and discussion of the bills shall not be cause for extra cost or billings.
- (c) Any dispute shall be resolved in accordance with the District's General Condition (Part B)
- (d) The full and agreed upon project description as contained herein, or as revised, including the District's General Conditions (Part B).

## **J. PAYMENT**

Casitas shall only accept one (1) payment request from the selected Contractor. Invoices shall contain a purchase order number and fully define the work components completed. No advance payment or deposit will be paid. Retention shall be held by the District, in accordance with the District's General Conditions (Part B), attached.

## CASITAS CONTACTS

Aaron Wall  
(805) 797-1207  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022  
(805) 649-2251 - Office  
(805) 649-2234 - Fax

## BIDDING SHEET

### Casitas Water Adventure Fence Project

Schedule of prices for all work, materials, labor and site cleanup for the above-mentioned project in accordance with this proposal. Any item not specifically mentioned shall be considered incidental to the item to which it pertains. The bidder shall list prices for all bid items. Bids received which do not list prices in succession may be rejected.

Bid Item #	Quantity & Unit	Description & Price in Words	Unit Price \$	Amount \$
1	L.S.	Provide all equipment and material to Remove 400 ft. of 5 ft. High Chain Link Fencing, Fence Posts and Footings for the lump sum cost of _____ Dollars	N/A	
2	400 Linear Feet	Provide all equipment and material to Install 400 ft. of 8 ft. High Chain Link Fencing (9ga) Green (Match Existing) Vinyl Coated Material Priced by Linear foot. for a Unit Cost of _____ Dollars per Linear Foot		
<b>TOTAL PROJECT PRICE ITEMS</b>				

The above quantities are based on a lump sum or unit price; measurement and payment for each bid item per the specifications. Bidder will not be released on account of errors. When a discrepancy occurs between the written price and the number listed, the written price shall govern. Bid amount will be determined by the total for bid items . In the event the total bid amount of items exceed the budgeted amount for this project, the District reserves the right to delete bid item(s) and the new cumulative total becomes the bid amount The Bidder understands that the District reserves the right to reject any or all bids and to waive any formalities in the bidding.

Date \_\_\_\_\_ **BIDDER:** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_ Tel.Number: \_\_\_\_\_

License# \_\_\_\_\_

DIR# \_\_\_\_\_

Date License Expires: \_\_\_\_\_

**(CORPORATE SEAL)**

License Classifications: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_



## BIDDER'S STATEMENT OF SUBCONTRACTORS

The bidder is required to state the name and address of each subcontractor who will perform work in an amount in excess of one-half (2) of one percent (1%) of the total bid price and the portion of the work which each subcontractor will do.

The undersigned submits herewith a list of subcontractors whom they propose to employ on the work, with the proper firm name and business address of each and a statement of the work or bid item which will be done by each subcontractor.

Subcontractor	Portion of Work
Location and Place of Business	
License No.	Expiration Date:    /    /    Phone (    )

Subcontractor	Portion of Work
Location and Place of Business	
License No.	Expiration Date:    /    /    Phone (    )

Subcontractor	Portion of Work
Location and Place of Business	
License No.	Expiration Date:    /    /    Phone (    )

Subcontractor	Portion of Work
Location and Place of Business	
License No.	Expiration Date:    /    /    Phone (    )

Subcontractor	Portion of Work
Location and Place of Business	
License No.	Expiration Date:    /    /    Phone (    )

Signed:

## **BIDDER'S QUESTIONNAIRE**

### **INSTRUCTIONS**

Pending award of a contract to the lowest bidder, Casitas requires bidders to submit a statement of their technical ability and experience. Casitas reserves the right to require a statement of the lowest bidder's current financial condition (Part IV attached) prior to award of the contract.

Each bidder shall be required to complete the attached Bidder's Questionnaire with the exception of Part IV.



**PART I - BIDDER'S STATEMENT OF TECHNICAL ABILITY AND EXPERIENCE**

A. History of Bidder

1. Total years of organization doing business. \_\_\_\_\_

2. Has your organization done business under another name? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name and address of organization(s) and/or names and addresses of owners or principals.

_____	_____
_____	_____
_____	_____
_____	_____

3. List all principals, owners, partners and stockholders owning more than 10 percent of a corporation.

Name

Name

_____	_____
_____	_____
_____	_____
_____	_____

4. State the name of your organization's Responsible Managing Employee or Officer.

Name	State Contractor's License No.	Classification



Bidder's Questionnaire (Continued)

B. Experience

List all of the jobs in which your organization has been involved during the last five years where the predominant type of construction is similar to this job.

1. Project Completion Date<sup>(1)</sup> \_\_\_\_\_  
Value of Contract<sup>(2)</sup> \_\_\_\_\_  
General Description of Work<sup>(3)</sup> \_\_\_\_\_  
Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_  
Party to Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_  
State whether organization was prime, joint venture, sub or other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Project Completion Date \_\_\_\_\_  
Value of Contract \_\_\_\_\_  
General Description of Work \_\_\_\_\_  
Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_  
Party to Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_  
State whether organization was prime, joint venture, sub or other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(1) Project Completion Date - If current, state current; if incomplete, state incomplete.  
(2) Value of Contract is the total amount of money paid for your work, including all settlements or judgements.  
(3) General Description of Work should indicate the predominant type of construction; i.e., water pipeline, paving, earthwork, sewer, pump plant, etc.

Bidder's Questionnaire (Continued)

3. Date of Project \_\_\_\_\_  
Value of Contract \_\_\_\_\_  
General Description of Work \_\_\_\_\_  
Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_  
Party to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
State whether organization was prime, joint venture, sub or other: \_\_\_\_\_  
\_\_\_\_\_

4. Date of Project \_\_\_\_\_  
Value of Contract \_\_\_\_\_  
General Description of Work \_\_\_\_\_  
Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_  
Party to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
State whether organization was prime, joint venture, sub or other: \_\_\_\_\_  
\_\_\_\_\_

5. Date of Project \_\_\_\_\_  
Value of Contract \_\_\_\_\_  
General Description of Work \_\_\_\_\_  
Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_  
Party to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_  
State whether organization was prime, joint venture, sub or other \_\_\_\_\_



**PART III – CONTRACTOR'S SAFETY RECORD**

1. List your firm's experience modification rate (EMR) for the last 3 years. The EMR is available from your Worker's Compensation Insurance firm. This is only required from Firms with Worker's Compensation Insurance premiums in excess of \$50,000.

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Year	EMR	Year	EMR	Year	EMR
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2. List your firm's Recordable Incident Rate (RIR) for the last 3 years. Incident Rate information is available from your OSHA 200/300 Log and from your insurance carrier.

$$\frac{\text{Total number of recordable incidents} \times 200,000}{\text{Total employee hours worked}} = \text{RIR}$$

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Year	RIR	Year	RIR	Year	RIR
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3. List your firm's Lost Time Incident Rate (LTIR) for the last 3 years. Incident Rate information is available on your OSHA 200/300 Log and from your insurance carrier.

$$\frac{\text{Total number of lost time incidents} \times 200,000}{\text{Total employee hours worked}} = \text{LTIR}$$

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Year	LTIR	Year	LTIR	Year	LTIR
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Casitas has established the following requirements for this project:

EMR – None greater than 1.2 over the last 3 years

RIR - None greater than 9 over the last 3 years

LTIR – None greater than 4 .5 over the last 3 years

4. Do you have a written safety program that includes hazardous communications? YES / NO

5. Do you have a substance abuse policy? YES / NO

6. Do all new employees complete safety orientation before performing any work activities?  
YES / NO

7. Do you conduct jobsite safety inspections? YES / NO

Bidder's Questionnaire (Continued)

8. Do you conduct and document post accident investigations? YES / NO

**PART IV - FINANCIAL RESPONSIBILITY (To be Completed only if Requested by Casitas)**

1. Submit your most recent audited financial statement or financial data or other information and references sufficiently comprehensive to permit an appraisal of your current financial condition.
2. Submit your most recent balance sheet and profit and loss statement.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Name of Organization

By: \_\_\_\_\_

Title: \_\_\_\_\_

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