



Department of Consumer Affairs
Business Services Office - Contracts
1625 N. Market Blvd., Suite S-103
Sacramento, CA 95834



**INVITATION FOR BID
IFB BSO, FMU-26-01
Recycling Services**

Notice to Prospective Bidders

June 15, 2026

To all Prospective Bidders:

You are invited to review and respond to this Invitation for Bid (IFB) BSO, FMU-26-01, entitled Recycling Services. In submitting your bid, you must comply with the instructions found herein.

Note that all agreements entered into with the State of California shall include by reference General Terms and Conditions (GTC-02/2025) and Contractor Certification Clauses (CCC-04/2017) that may be viewed and downloaded at Internet site <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have Internet access, a hard copy can be obtained by contacting the person listed below.

In the opinion of the Department of Consumer Affairs (DCA), Business Services Office, Facilities Management Unit (BSO, FMU), this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

Priscilla Navarro
Department of Consumer Affairs
Business Services Office, Contracts Unit
1625 North Market Boulevard, Suite S-103
Sacramento, CA 95834
Priscilla.Navarro@dca.ca.gov

Please note that no *verbal* information given shall be binding upon the State unless such information is issued in writing as an official addendum.

Priscilla Navarro
Contract Administrator
Department of Consumer Affairs

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I. PURPOSE AND DESCRIPTION OF SERVICES:

The Department of Consumer Affairs (DCA), Business Services Office, Facilities Management Unit (BSO, FMU) is inviting responses from qualified, certified vendors to provide recycling services.

The Board will consider offers from bidders who:

1. Meet the minimum qualifications as indicated in Article IV. Minimum Qualifications for Bidders.
2. Can assist the Board in meeting its goals and objectives as indicated in the attached scope of work
3. Will maintain confidentiality of the data and reports.

II. TERM OF THE AGREEMENT:

The Department of Consumer Affairs (DCA)/BSO, FMU anticipates that the effective term of this agreement will be September 1, 2026 (or upon approval, whichever occurs later) through August 31, 2029.

III. CONTACT PERSON:

Responses and questions regarding bid requirements and information shall be sent or directed to:

Department of Consumer Affairs
Business Services Office – Contracts Unit
Attn: Priscilla Navarro
1625 North Market Blvd., Suite S-103
Sacramento, CA 95834
Priscilla.Navarro@dca.ca.gov

IV. MINIMUM QUALIFICATIONS FOR BIDDERS:

The following are the minimum qualifications for Bidders that respond to this IFB. Bidders must clearly demonstrate that these minimum qualifications are met in the Bidder Certification Sheet (Attachment 1) that will be included in the Bidder's response to this IFB:

1. Must be in good standing and registered with the California Secretary of State and licensed to do business in the State of California.

V. TIME SCHEDULE:

Listed below are important dates and times by which specific actions must be taken or completed. If DCA/BSO, FMU finds it necessary to change any of these dates, it will be accomplished via an addendum to the IFB. Any dates that follow the final date for bid submission are only approximate and may be adjusted by DCA/BSO, FMU as conditions require without addendum to this IFB.

<u>Event</u>	<u>Date/Time</u>
IFB available to Bidders	June 15, 2026
Mandatory Site Inspection Tour	Tuesday, June 23, 2026 @ 9:00am <u>AND</u> Wednesday, June 24, 2026 @ 9:00am
Final Date for submission of Written Questions	June 24, 2026 @12:00pm
Response to Written Questions	June 29, 2026
Final Date for Bid Submission	Tuesday, July 7, 2026 @ 12:00pm
Public Bid/Cost Opening	Wednesday, July 8, 2026 @ 9:00am
Anticipated Agreement Start Date	September 1, 2026 (or upon approval)

*Notice of intent to attend the Public Bid Opening shall be sent to Priscilla.Navarro@dca.ca.gov within 2 days of the response to written questions in order for DCA to secure a large enough conference room to accommodate all requests.

Mandatory Site Inspection Tour: A **mandatory** walk through is scheduled on **BOTH** days: Tuesday, June 23, 2026, starting at 9:00am and Wednesday, June 24, 2026, starting at 9:00am. Breaks and lunches will be discussed each day with the Tour Guide.

- The starting location for Tuesday, June 23rd, will be at 9:00am located at Bureau of Household Goods and Services (BHGS), 4244 South Market Court, Sacramento, CA 95834.

Day 1 locations:

1. 4244 South Market Court, Sacramento, CA 95834, Bureau of Household Goods and Services (BHGS)
2. 1300 West National Drive, Suite 150, Sacramento, CA 95834, Osteopathic Medical Board of California (OMBC)
3. 1625 North Market Blvd, Sacramento, CA 95834, CA Department of Consumer Affairs, Headquarters 1 (DCA)
4. 1747 North Market Blvd, Sacramento, CA 95834, CA Department of Consumer Affairs, Headquarters 2 (DCA)
5. 2420 Del Paso Road, Sacramento, CA 95834 (Multiple Boards & Bureaus)
6. 2450 Del Paso Road, Sacramento, CA 95834 CA State Board of Optometry (CSBO)
7. 2720 Gateway Oaks Drive, Sacramento, CA 95833 CA State Board of Pharmacy (CSBP)
8. 2450 Venture Oaks Way, Sacramento, CA 95833 CA Board of Accountancy (CBA)
9. 2535 Capital Oaks Drive, Sacramento, CA 95833 (Multiple Boards & Bureaus)

- The starting location for Wednesday, June 24, 2026, will be at 9:00am located at the CA Department of Consumer Affairs (DCA), 2005 Evergreen Street, Sacramento, CA 95815.

Day 2 locations:

1. 2005 Evergreen Street, Sacramento, CA 95815 (Multiple Boards & Bureaus)
2. 9821 Business Park Drive, Sacramento, CA 95827 (Contractors State Licensing Board (CSLB))
3. 3075 Prospect Park Drive, Rancho Cordova, CA 95670, Bureau of Real Estate Appraisers (BREA)
4. 10949 North Mather Blvd, Rancho Cordova, CA 95670, Bureau of Automotive Repair (BAR)
5. 10233 Systems Parkway, Sacramento, CA 95827, Bureau of Automotive Repair (BAR)

The purpose of the site inspection tour is to provide bidders with the opportunity to walk through the different DCA sites and see all of the suites that need services. **Interested Bidders MUST attend, or their bid will NOT be accepted.**

VI. WRITTEN QUESTIONS OR INQUIRIES:

Questions and issues regarding this IFB must be submitted electronically via e-mail to Priscilla Navarro at Priscilla.Navarro@dca.ca.gov by the date indicated in Article V – Time Schedule. Questions received after this date will only be addressed at DCA/BSO, FMU discretion.

If substantive changes to this IFB are deemed appropriate by the DCA/BSO, FMU as a result of questions received, an addendum will be issued. The addendum will become part of the IFB.

This IFB may only be changed by written addendum. Any verbal representations made by the DCA/BSO, FMU staff are not binding on either the DCA/BSO, FMU or the bidder and cannot be interpreted as modifications or clarifications to this IFB.

VII. SUBMISSION OF BID:

1. Bids can be submitted electronically via e-mail to Priscilla Navarro at Priscilla.Navarro@dca.ca.gov or they can be sent in a sealed envelope to the Department of Consumer Affairs, Contracts Unit by the date and time specified in the Article V – Time Schedule. The sealed envelope must be plainly marked “**BID for IFB Recycling Services - IFB BSO, FMU-26-01, Attention: Priscilla Navarro, Contracts Unit - DO NOT OPEN**” and delivered to the address stated below.

**Department of Consumer Affairs
Business Services Office – Contracts Unit
Attn: Priscilla Navarro
1625 N. Market Blvd., Suite S-103
Sacramento, CA 95834**

Bids that are mailed in or physically delivered must have one (1) copy clearly labeled "MASTER" (bearing original wet or electronic signatures) and one (1) copy labeled "COPY" on the bid. Bids not clearly marked and not submitted in a sealed envelope will be rejected. If discrepancies are found between the MASTER and the COPY, the "MASTER" bid will prevail over all others.

Any bid mailed in, or hand delivered must be received and time stamped on or before the date and time specified in the Time Schedule identified in Article V, to be considered timely delivery. It is the policy of the Department of Consumer Affairs (DCA) to make every effort to ensure that all bids have been received and properly time stamped; however, bidders are ultimately responsible for ensuring timely receipt of their bid. Bidders may verify receipt of their bid by contacting the person identified in the cover letter of this IFB.

2. All bids shall include the documents identified on the IFB Checklist (Attachment 7). Bids not including the proper "Required Attachments" or that do not meet the basic bid requirements shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements and is justification for rejection.
3. All documents requiring a signature, can be signed electronically or via original, blue, wet-ink signature of a person authorized to bind the bidding firm.
4. Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications shall not be considered and shall cause a bid to be rejected.
5. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. DCA may reject any or all bids and may waive any immaterial deviation in a bid. The DCA's waiver of immaterial defect shall in no way modify the IFB document or excuse the bidder from full compliance with all requirements if awarded the agreement.
6. Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to DCA.
7. An individual who is authorized to bind the bidding firm contractually must sign the Bidder Certification Sheet (Attachment 1). The signature must indicate the title or position that the individual holds in the firm. An unsigned bid shall be rejected.
8. A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, shall not be considered.
9. A bidder may withdraw its bid by submitting a written withdrawal request to the State, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to the bid submission deadline.
10. The DCA may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.

11. The DCA reserves the right to reject all bids. The DCA reserves the right to reject any bid that it deems not cost reasonable or for any other reason it deems a bid does not meet the requirements of this IFB. The DCA **is not required to award an agreement** as a result of this IFB.
12. Before submitting a response to this solicitation, bidders should review, correct all errors, and confirm compliance with the IFB requirements.
13. The DCA does not accept alternate agreement language from a prospective contractor. A bid with such language shall be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
14. No oral understanding or oral agreement shall be binding on either party.
15. "The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI, while balancing the risks of these technologies.

Bidder/Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) [4986.2](#).

Failure to report GenAI to the State may result in disqualification. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder/Offeror of GenAI as required, the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the state.

Government Code [11549.64](#) defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data."

VIII. PROHIBITION ON TAX DELINQUENTS:

1. Pursuant to Public Contract Code section 10295.4, persons or companies identified as the largest tax delinquents by the Franchise Tax Board (FTB) or the California Department of Tax and Fee Administration (CDTFA) shall be disqualified from bidding and ineligible to enter into any agreement with the state for Non-IT Goods or Services. Any agreement entered into in violation of section 10295.4 is void and unenforceable.
2. Prior to executing any state agreement or renewal for Non-IT Goods or Services, the DCA/BSO, FMU shall verify that the proposed awardee(s) is not on a prohibited list by checking both the FTB and CDTFA websites.

IX. LOSS LEADER:

It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code.

X. EVALUATION AND SELECTION PROCESS:

1. Each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.
2. The DCA will evaluate each bid to determine its responsiveness to all IFB requirements. All bidders must meet the minimum qualifications, as stated in Article IV – Minimum Qualifications for Bidders and provide all of the required attachments as outlined in the Attachment 7 – IFB Checklist to be considered responsive.
3. Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected. If in the opinion of the DCA, information submitted by the bidder was intended to mislead the DCA in its evaluation of the bid and the attribute, condition, or capability is a requirement of the IFB, it will be the basis for rejection of the bid.
4. The final selection will be made based on the lowest responsive bid. In the event of a tie in the bid amount, a tiebreaker will be decided by a coin toss observed by witnesses. Affected bidders will be invited to witness the coin toss.

XI. AWARD AND PROTEST:

1. Award of Contract:

The contract shall be awarded based on the responsive/responsible bidder submitting the lowest average Agreement Total for recycling services stated on the Bidder's Cost Sheet.

Award if made will be made within ninety (90) days (if no protest of the award is received) after the scheduled date for the Intent to Award. If a protest is received, the Award, if made, will be after the protest is resolved.

Whenever an agreement is awarded under a procedure that provides for competitive bidding, but the agreement is not to be awarded to the low bidder, the low bidder shall be notified by telegram, electronic facsimile transmission, overnight courier, or personal delivery five (5) working days prior to the award of the agreement.

2. Protest:

All protests must be made in writing, signed by an officer of the company or individual authorized to do so and submitted within five (5) working days of the State's posting of its intent to award. An original copy of the protest must be mailed (i.e. certified mail with return receipt requested) to:

Department of General Services
Office of Legal Services
Attention: Bid Protest Coordinator
707 3rd Street, 7th Floor, Suite 7-330
West Sacramento, CA 95605
Email: OLSProtests@dgs.ca.gov

A copy of the protest must also be mailed (certified or registered recommended) to:

Department of Consumer Affairs
Business Services Office – Contracts Unit
Attn: Priscilla Navarro
1625 N. Market Blvd., Suite S-103
Sacramento, CA 95834

Within five (5) working days of filing a protest, the bidder must submit a complete written statement specifying the grounds of the protest to the same aforementioned individuals. The protestor must provide facts and evidence to support its claim.

XII. DISPOSITION OF BIDS:

1. Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 7920.0000 et seq.) and subject to review by the public.
2. Bid packages may be returned only at the bidder's expense, unless such expense is waived by the DCA.

XIII. AGREEMENT EXECUTION AND PERFORMANCE:

1. Performance shall start on the date set by the DCA and the Contractor, after all approvals have been obtained and the agreement is fully executed. The agreement will be executed only upon the State's acceptance of the Contractor's certificates of insurance, bonds, licenses, and permits, when such items are required. Should the Contractor fail to commence work at the agreed upon time, the DCA, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another Contractor.
2. The lowest responsive bidder shall enter into an Agreement with the State, which will be prepared on a State of California Standard Agreement.
3. All performance under this agreement shall be completed on or before the termination date of the Agreement.

4. Should it become necessary to modify the terms of the resulting contract, those modifications may be made through a written amendment to the contract to the extent allowable by State Contracting Manual (SCM), Volume 1, Chapter 5, section 5.81. A contract amendment shall not be effective unless in writing and until fully executed by both parties.
5. The Agreement will not include a hard copy of the General Terms and Conditions (Exhibit C, GTC-02/2025), they will be incorporated by reference and made part of this Agreement and can be viewed here: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

XIV. BID SUBMISSION REQUIREMENTS:

The bid submission package must include the following required forms fully completed and signed where applicable:

1. **BIDDER'S COST SHEET** – must be completed and submitted with an original or electronic signature by the individual legally authorized to bind the bidder. The cost sheet must contain the proposed bid cost for the Total Cost.
2. **ATTACHMENT 1 – BIDDER CERTIFICATION SHEET** - This Bid/Bidder Certification Sheet **must** be signed and returned along with all the "required attachments" as an entire package.
3. **ATTACHMENT 2 – BIDDER REFERENCES** – must provide three references for services performed within the last five (5) years, which are similar to Exhibit A, Scope of Work to be performed in this contract.
4. **ATTACHMENT 3 – BIDDER DECLARATION FORM (GSPD-05-105)** – must be completed and submitted with an original or electronic signature.
5. **ATTACHMENT 4 – PAYEE DATA RECORD** – must be completed with an original or electronic signature.
6. **ATTACHMENT 5 – CONTRACTOR CERTIFICATION CLAUSES** – must be signed and dated with an original or electronic signature.
7. **ATTACHMENT 6 - DARFUR CONTRACTING ACT CERTIFICATION FORM** – must be fully completed, signed, and dated with an original or electronic signature.
8. **ATTACHMENT 7 – IFB CHECKLIST** – is to be used to confirm compliance with the bid submission requirements. The checklist must be fully completed and submitted as the cover to your bid package.

XV. DARFUR CONTRACTING ACT OF 2008:

Effective January 1, 2009, all Invitations for Bids (IFB) or Requests for Proposals (RFP) for goods or services must address the requirements of the Darfur Contracting Act of 2008 (Act). (Public Contract Code sections 10475, et seq.; Stats. 2008, Ch. 272.) The Act was passed by the California Legislature and signed into law by the Governor to

preclude State agencies generally from contracting with “scrutinized” companies that do business in the African nation of Sudan (of which the Darfur region is a part), for the reasons described in Public Contract Code section 10475.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code section 10477(a).)

Therefore, Public Contract Code section 10478 (a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a “scrutinized” company when it submits a bid or proposal to a State agency (See # 1 on Attachment 6).

A scrutinized company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from the Department of General Services (DGS) according to the criteria set forth in Public Contract Code section 10477(b) (See #2 on Attachment 6).

XVI. SMALL BUSINESS ENTERPRISE PREFERENCE:

Overview: Current law encourages state departments to first consider a Small Business Enterprise (Small)/Microbusiness Enterprise (Micro) for contracting opportunities. The DCA is committed to supporting Small/Micro business participation in state contracting and seeks to use certified Small/Micro businesses whenever possible.

The State of California provides a five percent (5%) preference to Small/Micro Business proposers. This 5% preference is also provided to Non-Small Businesses that commit to subcontract, with one or more California-certified Small/Micro businesses, at least 25% of the net bid price, as specified below. The standard contract language for the preference programs can be found at [Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise](#). For the purposes of this section, the definitions specified in Title 2, California Code of Regulations (CCR), §1896.4 shall apply unless otherwise noted.

Questions regarding certification of small businesses should be directed to the Office of Small Business and DVBE Services (OSDS) at (916) 375-4940. See below for an example of how a Small Business preference is applied.

Bidder	A	B	C
Responsive & Responsible	Y	Y	Y
SB Preference and Claiming	SB	None	SB
Net Bid Amount	\$32,995.00	\$31,900.00	\$32,500.00
Initial Ranking	3	1	2
SB Preference Amount*	\$1,595.00	0	\$1,595.00
Evaluated Bid Price	\$31,400.00	\$31,900.00	\$30,905.00
Re-Ranking	2	3	1

*Note: the 5% SB preference is calculated from the lowest net bid received ($0.05 \times = \$$) and that value is then applied to all SB bids.

XVII. TARGET AREA CONTRACT PREFERENCE ACT (TACPA) (if applicable):

Refer to [TACPA | California Dept. of General Services - State of California - Dept. of General Services](#) for more information.

If applying for TACPA, below are the forms needed to apply:

1. TACPA form [STD 830](#) is the **application to apply** for TACPA preferences for contracts involving the purchase of goods and/or services.
2. Bidder's Summary – TACPA (Contract Activities and Labor Hours) form [DGS PD 526](#) is used for contracts involving the purchase of services.

XVIII. DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM (DVBE) PARTICIPATION:

Section 10115 et seq. of the Public Contract Code, and Section 999 et seq. of the Military and Veterans Code requires a goal of three percent (3%) for Disabled Veteran Business Enterprise (DVBE) participation for all contracts on an agency-wide basis of \$25,000.00 and over unless exempted due to the services provided.

DVBE participation requirements are being **waived** for this IFB.

XIX. DVBE INCENTIVE OPTION:

The State is committed to achieving legislatively established goals for the participation of DVBEs in all state contracts and seeks to use certified DVBE business whenever possible. Therefore, the State requests your voluntary participation in reporting any certified DVBEs including yourself, that will be used in the performance of this Agreement. An explanation of the Disabled Veteran Business Enterprise Program (DVBE) requirements can be found at the Internet web site: [Apply for or Re-Apply for Certification as a Small Business and/or Disabled Veteran Business Enterprise](#)

BIDDER'S COST SHEET – CONTRACT YEARS
IFB BSO, FMU-26-01
Contract Term: September 1, 2026 through August 31, 2029

The undersigned Contractor hereby proposes to abide by the rates listed below, and at no additional cost, to include all travel, mileage, service call fees, equipment, tools and any other costs associated with performing the services described herein.

Address	Charge Per Pick-Up	Pick-ups per Month	Monthly Cost	X 12	Annual Cost	X 3	Cost for 3 Years
1625 N. Market Blvd	\$		\$	X 12	\$	X 3	\$
1747 N. Market Blvd	\$		\$	X 12	\$	X 3	\$
10233 Systems Parkway	\$		\$	X 12	\$	X 3	\$
10949 N. Mather Blvd	\$		\$	X 12	\$	X 3	\$
3075 Prospect Park Drive	\$		\$	X 12	\$	X 3	\$
1300 National Drive	\$		\$	X 12	\$	X 3	\$
2720 Gateway Oaks	\$		\$	X 12	\$	X 3	\$
9821 Business Park Drive **	\$		\$	X 12	\$	X 3	\$
4244 South Market Court	\$		\$	X 12	\$	X 3	\$
2450 Venture Oaks Way	\$		\$	X 12	\$	X 3	\$
2005 Evergreen Drive	\$		\$	X 12	\$	X 3	\$
2420 Del Paso Road	\$		\$	X 12	\$	X 3	\$
2450 Del Paso Road	\$		\$	X 12	\$	X 3	\$
2535 Capitol Oaks Drive	\$		\$	X 12	\$	X 3	\$
Agreement Total							\$
**9821 Business Park Dr. is Dockside Service							

The DCA/BSO, FMU reserves the right to make mathematical corrections to Cost Sheet and/or contact the bidder for clarification purposes.

I hereby certify that I am authorized to sign this Cost Sheet and warrant that the cost shown above is accurate and represents an unconditional offer to the Department of Consumer Affairs.

Signature	Date Signed
Printed Name	Title
Legal Business Name	Federal I.D. Number

**Bid form(s) must be completed in its entirety.
An unsigned bid form may result in disqualification.**

Questions regarding completion of this form should be brought to the attention of:

Priscilla Navarro
Priscilla.Navarro@dca.ca.gov

ATTACHMENT 1

BIDDER CERTIFICATION SHEET

This Bidder Certification Sheet **must** be signed and returned along with all the "required attachments" as an entire package. The bid must be transmitted in a sealed envelope in accordance with the IFB instructions.

By signing this certification, the bidder certifies that:

- A. An all-inclusive bid is submitted as detailed in the Bidder Cost Sheet.
- B. All required attachments are included with this certification sheet.
- C. Bidder or Bidder's employees must have minimum of at least two (2) years of experience providing services as described in Exhibit A, Scope of Work and must be able to provide three (3) references with at least one (1) being a state government or city/county entity.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document and authorizes the verification of any part of this bid.

An Unsigned Bid/Bidder Certification Sheet May Be Cause For Rejection

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization type:		
4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. Signature	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business & DVBE Services (OSDC) as:		
a. Small Business Enterprise Yes ☐ No ☐ If yes, enter certification number: _____ b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter your service code below: _____		
NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes." Date application was submitted to OSDC, if an application is pending: _____		

Completion Instructions for Bidder Certification Sheet (ATTACHMENT 1 - cont'd)

Complete the numbered items on the
Bidder Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veteran Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSD.

ATTACHMENT 2

BIDDER REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid may cause your bid to be rejected and deemed nonresponsive.

List below three references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract.

REFERENCE 1			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			
REFERENCE 2			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			
REFERENCE 3			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

ATTACHMENT 3 – BIDDER DECLARATION

State of California—Department of General Services, Procurement Division
GSPD-05-106 (REV 08/09) Verbal Version

BIDDER DECLARATION

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

- a.** Identify current California certification(s) (MB, SB, NVSA, DVBE): _____ or None ☐ (If "None," go to Item #2)
- b.** Will subcontractors be used for this contract? Yes ☐ No ☐ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c.** If you are a California certified DVBE: (1) Are you a broker or agent? Yes ☐ No ☐
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes ☐ No ☐ N/A ☐

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

3. CERTIFICATION: By signing this form, I certify under penalty of perjury that the information provided is true and correct.

Printed Name: _____ Signature: _____ Date Signed: _____
Page _____ of _____

BIDDER DECLARATION Instructions

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

- 1.a.** Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:
- Microbusiness (MB)
 - Small Business (SB)
 - Small Business Nonprofit Veteran Service Agency (SB/NVSA)
 - Disabled Veteran Business Enterprise (DVBE)
- 1.b.** Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No", proceed to Item #1.c. If "Yes", enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.
- Bidders certified as MB, SB, SB/NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999(e)(2)(A) for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses. For questions regarding commercially useful function determinations made in conjunction with certification approval, contact the Department of General Services, Procurement Division, Office of Small Business and DVBE Certification (OSDC), OSDC Certification and Compliance Unit via email at: osdchelp@dgs.ca.gov
- Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.
- Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.
- 1.c.** This item is only to be completed by businesses certified by California as a DVBE.
- (1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No". The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.
 - (2) If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If not bidding rental equipment, mark "N/A" for "not applicable."
- 2.** If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page ____ of ____" on the form.
- If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page ____ of ____" accordingly.

2. (continued) Column Labels

Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.

Subcontractor Address & Email Address—Enter the address and if available, an Email address.

CA Certification (MB, SB, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on the OSDC website (www.pd.dgs.ca.gov/smbus) that it is still valid and list all current certifications here. Otherwise, enter "None." [Note: A SB/NVSA should not be participating as a subcontractor]

Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

Good Standing?—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, and/or DVBE status
- Is not listed on the OSDC website as ineligible to transact business with the State

51% Rental?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "N/A" if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "Yes" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "No" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the "Page ____ of ____" accordingly.

ATTACHMENT 4 - PAYEE DATA RECORD

[Print Form](#)

[Reset Form](#)

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

Section 1 – Payee Information

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE

E-MAIL ADDRESS

Section 2 – Entity Type

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

☐ **SOLE PROPRIETOR / INDIVIDUAL**

☐ **SINGLE MEMBER LLC Disregarded Entity owned by an individual**

☐ **PARTNERSHIP**

☐ **ESTATE OR TRUST**

☐ **CORPORATION** (see instructions on page 2)

☐ **MEDICAL** (e.g., dentistry, chiropractic, etc.)

☐ **LEGAL** (e.g., attorney services)

☐ **EXEMPT** (e.g., nonprofit)

☐ **ALL OTHERS**

Section 3 – Tax Identification Number

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For Individuals, enter SSN.
- If you are a Resident Alien, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For Single Member LLC (disregarded entity), in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

OR

Federal Employer Identification Number (FEIN)

Section 4 – Payee Residency Status (See instructions)

- ☐ **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.
- ☐ **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.
- ☐ No services performed in California
- ☐ Copy of Franchise Tax Board waiver of state withholding is attached.

Section 5 – Certification

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE

TITLE

E-MAIL ADDRESS

SIGNATURE

DATE

TELEPHONE (include area code)

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE

Department of Consumer Affairs, Business Services Office

UNIT/SECTION

Contracts Unit

MAILING ADDRESS

1625 North Market Blvd., S-103

FAX

(916) 574-8658

TELEPHONE (include area code)

(916) 244-6654

CITY

Sacramento

STATE

CA

ZIP CODE

95834

E-MAIL ADDRESS

Priscilla.Navarro@dca.ca.gov

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc.) • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status

Are you a California resident or nonresident?

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
 - o For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900

E-mail address: wscs.gen@ftb.ca.gov

For hearing impaired with TDD, call: 1-800-822-6268

Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signer may differ from the tax liable party in this situation if the signer can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

ATTACHMENT 5

Contractor Certification Clause (04/2017)

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	Executed in the County of

CONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b) Establish a Drug-Free Awareness Program to inform employees about:
 1. the dangers of drug abuse in the workplace;
 2. the person's or organization's policy of maintaining a drug-free workplace;
 3. any available counseling, rehabilitation and employee assistance programs; and, penalties that may be imposed upon employees for drug abuse violations.
- c) Provide that every employee who works on the proposed Agreement will:
 1. receive a copy of the company's drug-free policy statement; and,
 2. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1 and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweat free Code of Conduct as set forth on the California Department of Industrial Relations [website](#) and Public Contract Code Section 6108.
- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

a) Current State Employees (PCC 10410):

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

b) Former State Employees (PCC 10411):

1. For the two-year period from the date, he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
2. For the twelve-month period from the date, he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

LABOR CODE/WORKERS' COMPENSATION:

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C.12101 et seq.)

CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.

ATTACHMENT 6

Darfur Contracting Act Certification

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph #3):

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Printed Name and Title of Person Initialing (for Options 1 or 2)</i>	

1. _____
 Initials We do not currently have, and have not had within the previous three years, business activities or other operations outside of the United States.
- OR**
2. _____
 Initials We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.
- OR**
3. _____
 Initials We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, + certification but we certify below that we are not a scrutinized company below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

ATTACHMENT 7

IFB CHECKLIST

A complete bid or bid package shall consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the State. For your bid to be responsive, all required attachments must be returned. This checklist must also be returned with your bid package.

X	Attachment	Attachment Name/Description
	Bidder's Cost Sheet – Contract Years 1 – 3	Bidder's Cost Sheet – Contract Years 1 – 3 (REQUIRED - Attachment included in this IFB)
	Attachment 1	Bid/Bidder Certification Sheet (REQUIRED - Attachment included in this IFB.)
	Attachment 2	Bidder References (REQUIRED - Attachment included in this IFB.)
	Attachment 3	Bidder Declaration See Internet Web Site: Bidders Declaration (REQUIRED - Submit with Bid Package)
	Attachment 4	Payee Data Record (STD. 204) See Internet Web Site: Payee Data Record (REQUIRED - Submit with Bid Package)
	Attachment 5	Contractor Certification Clauses (CCC 04/2017) See Internet Web Site: Contractor Certification Clause (REQUIRED - Submit with Bid Package)
	Attachment 6	Darfur Contracting Act Certification Form See Internet Web Site: Darfur Contracting Act Certification (REQUIRED - Submit with Bid Package)
	Attachment 7	IFB Checklist (REQUIRED - Attachment included in this IFB.)
If the following are not applicable, place "N/A" next to each item not being submitted with the bid package		
	Attachment 8	Small Business Preference (OPTIONAL - Submit if applicable.)
	Attachment 9	California Civil Rights Laws Certification (REQUIRED – Submit if bid is over \$100,000.00)
	Attachment 10	Target Area Contract Preference Act (TACPA) See Internet Website: TACPA California Dept. of General Services - State of California - Dept. of General Services (OPTIONAL - Submit if applicable.)

ATTACHMENT 8

Small Business (SB) Preference Sheet

NOTICE TO ALL BIDDERS:

Small Business and Non-Small Business Subcontractor Preferences

- a. Small businesses will be granted the five percent (5%) small business preference on a bid evaluation by an awarding department when a responsible non-small business has submitted the lowest-priced, responsive bid or a bid that has been ranked as the highest scored bid pursuant to a solicitation evaluation method described in Section 1896.8, and when the small business:
 1. Has included in its bid a notification to the awarding department that it is a small business or that it has submitted to the Department a complete application pursuant to Section 1896.14 no later than 5:00 p.m. on the bid due date, and is subsequently certified by the Department as a small business; and
 2. Has submitted a timely, responsive bid; and
 3. Is determined to be a responsible bidder.
- b. Non-small business bidders will be granted a five percent (5%) non-small business subcontractor preference on a bid evaluation by an awarding department when a responsible non-small business has submitted the lowest-priced responsive bid or a bid that has been ranked as the highest scored bid pursuant to a solicitation evaluation method described in Section 1896.8, and when the non-small business bidder:
 1. Has included in its bid a notification to the awarding department that it commits to subcontract at least twenty-five percent (25%) of its net bid price with one or more small business(es); and
 2. Has submitted a timely, responsive bid; and
 3. Is determined to be a responsible bidder; and
 4. Submits a list of the small business(es) it commits to subcontract with for a commercially useful function in the performance of the contract. The list of subcontractors shall include their name, address, phone number, a description of the work to be performed, and the dollar amount or percentage (as specified in the solicitation) per subcontractor.

Are you a California certified small business? ☐ YES ☐ NO

Are you a non-SB subcontracting at least 25% to a California certified SB? ☐ YES ☐ NO

Company Name: _____

Signature: _____ Date: _____

A copy of the SB certification letter from OSDS or any proof of certification from the State of California, including an e-mail or a Web site print out must be included.

If you have applied and not yet been formally certified, include the date of application.

Date applied (if not yet certified): _____

ATTACHMENT 9

CALIFORNIA CIVIL RIGHTS CERTIFICATION

STATE OF CALIFORNIA
CALIFORNIA CIVIL RIGHTS LAWS ATTACHMENT
DGS OLS 04 (Rev. 01/17)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF LEGAL SERVICES

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Executed in the County of	Executed in the State of
Date Executed	

STD. 830 (REV. 05/2022) (REVERSE)

**TARGET AREA CONTRACT PREFERENCE ACT
PREFERENCE REQUEST FOR GOODS AND SERVICES SOLICITATIONS**

Target Area Contract Preference Act References and Instructions

The Target Area Contract preference Act (TACPA), GC §4530 et seq., and 2 CCR §1896.30 et seq., promotes employment and economic development at designated distressed areas by offering 5% worksite and/or 1% to 4% workforce bidding preferences in specified state contracts. The TACPA preferences do not apply to contracts where the worksite is fixed by the contract terms. These preferences only apply to bidders who are California based firms, and only when the lowest responsible bid and resulting contract exceed \$100,000. Bidders must certify, under penalty of perjury to perform either 50% (for GOODS contracts) or 90% (for SERVICES contracts) of the labor hours required to complete this contract in the eligible TACPA area worksite(s) identified in Section I on the reverse side of this page. TACPA preferences for a single worksite preference cannot exceed \$50,000.00. Additionally, TACPA preferences for a single workforce preference cannot exceed \$50,000.00. In combination with any other preferences, the maximum limit is 15% of the lowest responsible bid; and, in no case shall not exceed \$100,000 in total.

**Section I
Worksite Preference Eligibility and Labor Hours**

Bidders must identify at least one eligible TACPA worksite by entering the criteria letter A, B, C, D, E or F in the "Criteria" column and enter the "Census Tract" and "Block Group" Numbers to be eligible for the preference. You must name each and every firm or site where contract labor hours will be worked. Preference requests may be denied if an eligible California TACPA worksite is not identified, or all firms performing contract labor hours are not identified. Enter one of the following "Criteria" letters to identify each TACPA worksite on the reverse page:

- A. The firm is located in a California eligible distressed area(s).
- B. The firm will establish a worksite(s) in a California eligible distressed area(s).
- C. The firm is in a census tract with a contiguous boundary adjacent to a California eligible distressed area.
- D. The firm will establish a worksite(s) located directly adjoining a valid TACPA census tract/block group that when attached to the California eligible distressed area(s) forms a contiguous boundary.
- E. The bidder will purchase the contract goods from a manufacturer(s) in a California eligible distressed area(s). **This option applies to solicitations for GOODS only.**
- F. The bidder will purchase contract goods from a manufacturer(s) in directly adjoining census tract blocks that when attached to the California eligible distressed area(s) forms a contiguous boundary. **This option applies to solicitations for GOODS only.**

Enter labor hours for each listed firm and site. The hours shall be reasonable and shall only include the labor hours necessary and required to complete the contract activities. Artificially increasing hours at a claimed TACPA worksite, or understating labor hours worked outside the eligible worksite may result in a denied preference request. Do not include machine time and non-labor time when projecting contract labor hours. Report all bidder work hours and those of any subcontractor performing this contract. All transportation hours must be reported for each carrier separately and must not be combined or included with hours for manufacturing, processing, or administration, or at any eligible TACPA site. Failure to list all the labor hours to be performed at the reportable sites will result in a denial of this preference request.

The bidder must explain, by activity, their firm's projected contract labor hours by completing and signing the *Bidder's Summary - TACPA* form (DGS/PD 526) (included with this solicitation).

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
DISPUTE RESOLUTION UNIT AND PREFERENCE PROGRAMS

If supplying goods, the bidder must also provide a completed and signed *Manufacturer's Summary - TACPA* form (DGS/PD 525) (included with this solicitation) that specifies the number of projected labor hours necessary to make the product(s).

**Section II
Workforce Preference**

Eligibility to request a workforce preference is based on the bidder first claiming and receiving approval of the 5% TACPA worksite preference. The workforce preferences are only awarded if the bidder hires and employs the TACPA qualified individuals. Workforce preferences will not be approved for another firm's employees. By claiming a workforce preference percentage, the bidder must have its eligible employees perform the specified percentage of the total contract workforce labor hours. See Section I, "Total Projected Labor Hours," STD. 830. To claim the workforce preferences select or check the appropriate box for percent of requested bid preferences in Section II.

**Section III
Certification for Worksite and Workforce Preferences**

Bidder must sign, under penalty of perjury, the certification contained in Section III to be eligible for any of the preferences requested pursuant to this form. The penalties associated with the TACPA statute are: GC §4535.1, A business that requests and is given the preference provided for in Section 4533, 4533.1, 4534, or 4534.1 by reason of having furnished a false certification, and which by reason of that certification has been awarded a contract to which it would not otherwise have been entitled, shall be subject to all of the following:

- (a) Pay to the State any difference between the contract amount and what the State's cost would have been if the contract had been properly awarded.
- (b) In addition to the amount specified in subdivision (a), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract involved.
- (c) Be ineligible to directly or indirectly transact any business with the State for a period of not less than six months and not more than 36 months.

Prior to the imposition of any sanction under this chapter, the contractor or vendor shall be entitled to a public hearing and to five days notice of the time and place thereof. The notice shall state the reasons for the hearing.

If you receive an award based on these preferences you will be required to report monthly on your contract performance, labor hours, and TACPA compliance.

For questions concerning preferences and calculations, or if a bid solicitation does not include preference request forms, please call the awarding Department's contract administrator. Only another California certified small business can use TACPA preferences to displace a California certified small business bidder.

To identify TACPA distressed worksites contact the local city or county Planning/Economic Development offices of the proposed worksite, or go to <http://tacpa.dgs.ca.gov/>. Verify the Census Tract and Block numbers for TACPA sites by contacting the DGS, Procurement Division Dispute Resolution Unit at TACPA@dgs.ca.gov.

ATTACHMENT 10 Cont'd

TARGET AREA CONTRACT PREFERENCE ACT (TACPA)
DGS PD 526 – Bidder's Summary

STATE OF CALIFORNIA DGS/PD 526 Rev. 05/2022	BIDDER'S SUMMARY Of Contract Activities and Labor Hours	Section I	
		SOLICITATION NUMBER	AGENCY/DEPT

To be eligible for the bidding preferences, the following data/information must be provided AND signed by the BIDDER. Any person furnishing false certifications, willfully providing false information, omitting information, or failing to comply with the preference requirements is subject to sanctions as set forth in statutes

Section II

The "Bidder's Summary" of the contract activity and employee labor hours must be completed and signed by the Bidder. This form must accompany any bid preference request form STD 830 submittal to the designated contracting official at the awarding department.

Report the projected contract labor hours for each contract activity for administration, receiving, order processing, order shipping preparation, and transportation to state delivery point (see reverse for additional information). Report all employee labor hours necessary to perform this contract. Do not include labor-free hours (automated processing/storage time, etc.).

Product Type Or Line Item	Contract Quantity (Total Product Units)	Number Of Bidder Contract Labor Hours To Be Used For This Contract						Total Number Of Contract Labor Hours Per PS Type Or Line Item
		Administration	Receiving	Order Processing (pick/pull)	Order Shipping Preparation	Transportation	Other*	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
Grand Total (Employee Labor Hours)								
* EXPLAIN "OTHER" ACTIVITIES OF CONTRACT USED MUST BE DEFINED HERE: (Use additional sheets, if necessary)								

Section III *To be eligible the following certification statement must be read and signed by the Bidder.*

I hereby certify under penalty of perjury that the information and labor hours reported on this form are accurate and complete. I understand that any person falsely certifying, willfully providing false information, omitting information, or failing to comply with the preference statutes may be subject to sanctions as set forth in the statutes.

BIDDER'S NAME AND TITLE	BIDDER'S SIGNATURE	PHONE NUMBER	EMAIL ADDRESS
		FAX NUMBER	DATE

BIDDER'S SUMMARY
References and Instruction

The California Legislature has declared that it serves a public purpose and is a benefit to the state, to encourage business investment, promote job development, and to facilitate job maintenance in economically distressed areas of the state. It is the intent of the Legislature to further these goals by providing appropriate preferences to California based companies submitting bids or proposals for state contracts to be performed at worksites in economically distressed areas by persons with a high risk of unemployment, when the contract is for goods or services in excess of \$100,000. To qualify for TACPA preference, the bidder must show that a minimum 50% (for Goods) or 90% (for Services) contracts of the projected employee/s labor hours necessary for the contract will be performed within the economically distressed area.

If the bidder requests TACPA contract preference, GC § 4530 et seq., the Bidder's Summary form must be completed and signed by the bidder for requested preference. The purpose of this form is to give the state contracting official, a tool to evaluate the total bidder employee labor hours required to complete this contract both inside and outside the preference areas.

Section I

Solicitation Number: Enter the solicitation number identified on the front page of the Invitation For Bid for which this form is being submitted.

Agency/Department: Enter the name of the buying Agency and/or Department (e.g., State and Consumer Services Agency, Department of General Services)

Target Area Contract Preferences Act, GC § 4530 et seq.

Section II

The purpose of this section is to capture the bidder's projected employee/s labor hours to perform this contract. Hours projected should only be those that the bidder itself will use and does not include manufacturing, or any other subcontracted hours.

Product/Service Type or Line Item: List the product/service type line item/s as specified on the solicitation. Separate each product/service type to match the line items on the solicitation.

Contract Quantity: List the product/service unit (i.e. # cases, lbs., hours, etc.). Use the same quantity and unit measure as specified in the solicitation.

Hours For This Contract: Provide the projected number of employee labor hours to be used by the bidder in the performance of this contract. Hours may include, for example, Administrative, Logistics, Receiving, Warehousing, Shipping, Handling, and/or Other. **Do not include labor hours for time the product is stationary.**

Grand Total: List the cumulative employee labor hours for the entire contract period.

Section III

Section III must be completed and signed by the bidder.

EXHIBIT A

SCOPE OF WORK

I. PURPOSE:

Contractor that is to be determined (TBD) agrees to provide the Department of Consumer Affairs (DCA), Business Services Office, Facilities Management Unit (BSO, FMU), with recycling services as described herein.

II. LOCATION AND SCHEDULE:

The services shall be performed at DCA locations listed in Exhibit A, Attachment I.

The services shall be held during normal working hours of 8:00am to 5:00pm, Monday through Friday, except holidays.

III. CONTACTS:

The contacts during the term of this agreement will be:

DCA Technical Contact

Sustainability and Safety Unit (SSU)

Name: Joey Martinez

Phone: (279) 278-5807

Email: Joey.Martinez@dca.ca.gov

Address: 1625 North Market Blvd., S-105
Sacramento, CA 95834

DCA Administrative Contact

Business Services Office

Name: Priscilla Navarro

Phone: (916) 244-6654

Email: Priscilla.Navarro@dca.ca.gov

Address: 1625 North Market Blvd, S-103
Sacramento, CA 95834

Contractor Technical Contact

Name: TBD

Phone:

Email:

Address:

Contractor Administrative Contact

Name: TBD

Phone:

Email:

Address:

IV. CONTRACTOR RESPONSIBILITIES:

- A. Collect and process recyclable materials from designated DCA facilities, which includes either in-house and/or dockside collection locations.
- B. Provide all labor, equipment, vehicles, personnel, customer service, scheduling, routes, and quarterly reports in a timely manner as outlined in the body of this Agreement.
- C. Collect in-house recyclable materials as-is, including white paper, mixed paper, newspaper, magazines, old, corrugated cardboard (OCC), books, and containers (aluminum cans, plastic containers, and glass bottles) with California Redemption Value (CRV) from designated DCA facilities. In-house collection of recyclables will consist of the Contractor physically walking through DCA facilities at identified locations and collecting materials.

- D. Collect from DCA facility recyclable materials as-is at dockside location (9821 Business Park Dr) including: white paper, mixed paper, newspaper, magazines, and old corrugated cardboard (OCC), baled OCC, books, and CRV containers from the designated DCA facility. Dockside collection of recyclables will consist of the Contractor placing its own collection containers (5 Gaylords, 48 x 40 x 36" Standard Gaylord Size), and physically collecting only recyclable materials placed in the bins on the dock or staging area of the DCA facility at the identified location.
- E. The Contractor shall meet with the Project Coordinator on an as-needed basis:
1. The meetings will allow the Contractor and the DCA Project Coordinator to discuss performance matters related to the Agreement, including but not limited to, service concerns, recurring customer service issues, container placement, timing of collections, and service locations.
 2. All meetings will take place during regular business hours. The meeting time will be agreed upon by both DCA's Project Coordinator and the Contractor. All meetings will be held at DCA's office located at 1625 N. Market Blvd., Sacramento, CA, unless otherwise agreed upon to meet at alternative location. The DCA Project Coordinator will provide an agenda prior to the meetings and provide a copy to the contractor.
 3. The Contractor shall provide information requested on the agenda, as well as any updates on issues discussed in prior meetings.
 4. The Contractor shall be prepared to discuss any logistic and/or administrative issues that arise.
 5. Additional discussions or correspondence shall occur on an as needed basis via telephone and followed up with an email to the DCA Project Coordinator.
- F. The Provisions of Recycling Services
1. The Contractor shall provide the personnel necessary to meet the collection requirements of this Agreement.
 2. The Contractor shall maintain all vehicles used to collect recyclable materials and ensure all vehicles comply with state and local laws.
 3. The Contractor shall provide and maintain all equipment utilized for the removal of in-house recyclable materials and provide dockside collection containers ranging in size from 0.8 to 40 cubic yards.
 4. The Contractor shall maintain all state-owned collection bins in a presentable and non-hazardous condition. If damage to bins becomes a regular or frequent occurrence at a facility, the Contractor shall notify the DCA Project Coordinator. The DCA Project Coordinator shall work with Contractor to prevent future damage.
 5. The Contractor shall not be responsible for providing can liners for in-house collection recycling bins.

6. The Contractor is not responsible for entering personnel offices or cubicles to collect recyclables for in-house collections.
7. The Contractor shall distribute additional containers when necessary to meet the material generation levels or to be able to successfully accommodate a change in the collection frequency.

G. The Contractor's Responsibilities:

1. The Contractor shall assign a customer service representative who will be the primary contact for and provide the DCA Project Coordinator with assistance on service issues related to this Agreement.
2. Unless otherwise agreed upon with the DCA Project Coordinator, the Contractor shall service missed locations within five (5) business days.
3. If missed pick-ups become frequent and/or routine, this Agreement may be terminated by the DCA Project Coordinator.
4. DCA Programs/Offices may require Contractor's collection staff to be accompanied during the collection of recyclable materials
5. The Contractor shall resolve customer service issues which include, but are not limited to:
 - a. Method to resolve missed and/or partial pick-ups of recyclables;
 - b. Damage to State property;
 - c. Scheduling changes due to changes in hours of operation for facilities.
6. The following customer service requirements apply at all locations:
 - a. The Contractor shall leave all service locations in a neat and orderly manner, as they found them.
 - b. The Contractor's staff shall be courteous and professional.

H. Tonnage Reporting Requirements

1. The Contractor shall provide a summary of collection activities on a quarterly basis throughout the term of the Agreement. The Quarterly Tonnage Reports will be due on or before the 20th of the month, following the preceding quarter. For the purpose of this Agreement, the reports on tonnages will be due on the subsequent January of each year. The reports must meet the following requirements:
 - a. A Quarterly Tonnage Report of the prior quarter's recyclables collected from each DCA facility must be sent to the DCA Project Coordinator. At a minimum, the Quarterly Tonnage Report must report total pounds recycled by material type at each facility.

- b. The Quarterly Tonnage Report does not need to include separate weights for multiple DCA Boards and Bureaus that share an address but are in different offices or suites. If such a DCA Board or Bureau requests individual weights, the Contractor shall report estimated individual weights based on percentage of occupancy.
- c. The Quarterly Tonnage Report shall be in Excel format in accordance with Exhibit A, Attachment II, Tonnage Report and mailed to the DCA Project Coordinator.

Attn: Facilities & Sustainability Unit
Department of Consumer Affairs (DCA)
1625 N. Market Blvd S-105
Sacramento, CA 95834

V. AMENDMENTS:

DCA reserves the right to amend this Agreement to add or remove service locations and modify pickup frequency, in accordance with the rates listed in Exhibit B, Cost Worksheet. All such amendments shall be in writing and signed by both parties. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

EXHIBIT A, ATTACHMENT I

DCA LOCATION DETAILS

Board/Bureau	Address	Suite(s)	Pick-ups per Month	Office/Suite SQ.FT
Consumer Affairs (DCA), HQ 1	1625 N. Market Blvd	Entire Building	2	187,944
Cashiering	First Floor	S100		
Hearing Room		S102		
Fiscal OPS		S103		
Fiscal OPS – Check Clearing		S104		
BSO (Facilities, SSU)		S105		
Consumer Information Center (CIC) Arbitration Certificate Program (ACP)		N112		
Mailroom, Records Imaging, Print Center		N117		
Digital Print Services Bindery Services (DPS)		N118		
Publication, Editing, and Design (PED)		N119		
Organizational Improvement Office (OIO)		N121		
Board of Behavioral Sciences (BBS)	Second Floor	S200		
Board of Barbering and Cosmetology (BBC)		S202		
Legislation and Regulatory Review Division (Leg/Reg)		S204		
Cemetery and Funeral Bureau (CFB)		S208		
Professional Fiduciary Bureau (PFB)		S209		
Board of Psychology (PSYCH)		N215		
Vacant/Temporary Office		N218		
Acupuncture Board (ACUP)		N219		
Barbering & Cosmetology (BBC) Additional		N222		
Office of Information Services (OIS)	Third Floor	S300		
Executive		S308		
Legal Affairs		S309		
Office of Human Resources (OHR)		N321		
Public Affairs		N323		
Internal Audits & Information Security Office		N324		
Chiropractic Examiners		N327		
Equal Employment Opportunity (EEO)		N330		

Consumer Affairs (DCA), HQ 2	1747 N. Market Blvd	Entire Building	1	82,721
Board of Registered Nursing (BRN)	First Floor	150		
Division of Investigation (DOI) Spec. Ops.		160		
Division of Investigation (DOI) Sac. Field Office		170		
Bureau for Private and Postsecondary Education (BPPE)	Second Floor	225		
Veterinary Medical Board (VMB)		230		
Board of Registered Nursing (BRN)/ Naturopathic Medicine Committee		240		
Division of Investigation (DOI)		265		
Strategic Organization, Leadership and Individual Development (SOLID)		270		
Bureau of Automotive Repair (BAR)	10233 Systems Parkway	Entire Building	1	30,893
Bureau of Automotive Repair (BAR)	10949 N. Mather Blvd	Entire Building	1	93,807
Bureau of Real Estate Appraisers (BREA)	3075 Prospect Park Dr.	190	1	8,660
Osteopathic Medical Board of California (OMBC)	1300 West National Drive, Suite 150	150	1	3,034
CA State Board of Pharmacy (CSBP)	2720 Gateway Oaks	100/200	1	21,318
CA Board of Accountancy (CBA)	2450 Venture Oaks	300/420	1	22,797
Physician's Assistant Board (PAB)	2005 Evergreen Street	2250	1	88,725
Podiatric Medical Board (PMBC)		1300		
Medical Board (MBC) - Enforcement - Cashiering/Licensing - Information Services - Probation		1400 - 1100 - 1200 - 2150 - 2200		
Physical Therapy Board (PTBC)		2600		
Structural Pest Control Board (SPCB)		1500		
Dental Board of CA (DBC)		1550		
CA State Athletic Commission (CSAC)		2010		
Dental Hygiene Board of CA (DHBC)		1350		
Board of Barbering and Cosmetology (BBC)	2420 Del Paso Road	100	1	39,734
CA Architects Board (CAB)		105		
Security and Investigative Services (BSIS)		260/270		
Office of Professional Examination Services (OPES)		265		
CA State Board of Optometry (CSBO)	2450 Del Paso Road	105	1	3,387
Vocational Nursing & Psychiatric Technicians (BVNPT)	2535 Capitol Oaks Drive	205	1	38,709
Division of Investigation (DOI)		220		

Court Reporters Board (CRB)		230		
Professional Engineers, Land Surveyors, and Geologists (BPELSG)		300		
Bureau of Household Goods & Services (BHGS)	4244 South Market Court	D	1	21,878 3,562
Contractors State License Board (CSLB)	9821 Business Park Drive	Loading Dock	1	91,400

Complete Address locations:

Natomas Sites:

1. 4244 South Market Court, Sacramento, CA 95834, Bureau of Household Goods and Services (BHGS)
2. 1300 West National Drive, Suite 150, Sacramento, CA 95834, Osteopathic Medical Board of California (OMBC)
3. 1625 North Market Blvd, Sacramento, CA 95834, CA Department of Consumer Affairs, Headquarters 1 (DCA)
4. 1747 North Market Blvd, Sacramento, CA 95834, CA Department of Consumer Affairs, Headquarters 2 (DCA)
5. 2420 Del Paso Road, Sacramento, CA 95834 (Multiple Boards & Bureaus)
6. 2450 Del Paso Road, Sacramento, CA 95834 CA State Board of Optometry (CSBO)
7. 2720 Gateway Oaks Drive, Sacramento, CA 95833 CA State Board of Pharmacy (CSBP)
8. 2450 Venture Oaks Way, Sacramento, CA 95833 CA Board of Accountancy (CBA)
9. 2535 Capital Oaks Drive, Sacramento, CA 95833 (Multiple Boards & Bureaus)

Sacramento/Rancho Cordova Sites:

1. 2005 Evergreen Street, Sacramento, CA 95815 (Multiple Boards & Bureaus)
2. 9821 Business Park Drive, Sacramento, CA 95827 (Contractors State Licensing Board (CSLB))
3. 3075 Prospect Park Drive, Rancho Cordova, CA 95670, Bureau of Real Estate Appraisers (BREA)
4. 10949 North Mather Blvd, Rancho Cordova, CA 95670, Bureau of Automotive Repair (BAR)
5. 10233 Systems Parkway, Sacramento, CA 95827, Bureau of Automotive Repair (BAR)

EXHIBIT A, ATTACHMENT II

TONNAGE REPORT – SAMPLE
Summary of Collection Activities

DEPARTMENT ADDRESS	S.W.L	S.O.P	BALED	PLASTIC /	NEWS	OCC	BALED	CRV	P. MIX	METAL	BOOKS	TRASH	TOTAL WEIGHT
			S.O.P	FILM			OCC						
2005 Evergreen Dr.	1730	836				397	3800	49	218				7030
2420 Del Paso Rd.	995	514				136			98				1743
2450 Del Paso Rd	553	80				54			47				734
2535 Capitol Oaks Dr.	310	308				90			51				759
1300 National Dr.	272	48				59			17				396
2450 Venture Oaks	92	50				45			25				212
10949 N. Mather Blvd.	684	193				222			103				1202
4244 S. Market Ct.	66	34				32			8				140
2920 Kilgor Rd.	5	23				8							36
1625 N. Market Blvd.	5607	3338				1797		6	939				11687
1747 N. Market Blvd.	740	277				208			119				1344
9821 Business Park Dr.	241	139				665			3188				4233
3750 Rosin Ct.	23	10				8							41
10233 Systems Parkway	6	6											12
3075 Prospect Park	51	24				88			10				173
Total Weights	11375	5880	0	0	0	3809	3800	55	4823	0	0	0	29742

Commodities

- * W/L - White Ledger (ex: white paper with blue or black print, no more than 25% paper surface covered in print)
- * C/L or S.O.P - Color Ledger and/or Office Pack (ex: Colored paper, regular and manila envelopes, receipt textured paper)
- * Plastic - Mixed Plastics (ex: plastic film, much like plastic or saran wrap. Mainly used for packaging materials or wrapping pallets to safely secure for transport)
- * News - Newspaper
- * OCC - Old Corrugated Cardboard
- * CRV - California Redemption Value bottles and cans.
- * Mix or P. Mix - Mixed Paper (ex: heavily printed on and high gloss paper, much like what you would find on magazine or catalog pages. Thick folder covers with high gloss)
- * Metal - Mixed Metal (ex: aluminum plates)

EXHIBIT A, ATTACHMENT III
EMPLOYEE COUNT BY PROGRAM

<u>1625 N. Market</u> <u>184,944 sq ft</u>	<u># of EE's</u>	<u>Notes</u>
BSO		1st Floor S105
Fiscal OPS		1st Floor S103
Cashiering		1st Floor S100
Mailroom		1st Floor N117
OIO		2nd Floor N219
Breeze		2nd Floor S202
Leg/Reg		2nd Floor S204
Internal Audits		3rd Floor N324
Information Security		3rd Floor N324
OHR		3rd Floor N321
EEO		3rd Floor N330
OIS		3rd Floor S300
DPS		1st Floor N117, N118
Records Imaging		1st Floor N117
Legal		3rd Floor S309
Facilities		1st Floor N121
Exec		3rd Floor S308
Total from the above	449	
CIC	42	1st Floor N112
Arbitration	9	1st Floor N112
Publications	12	1st Floor N119
BRN	54	2nd Floor N218, N219
Acupuncture	15	2nd Floor S219
Psychology	27	2nd Floor N215
BBS	59	2nd Floor S200
Fiduciaries	3	2nd Floor S209
Cemetery and Funeral	27	2nd Floor S208
Office of Public Affairs	11	3rd Floor N323
Total	693	

<u>1747 N. Market</u> <u>82,721 sq ft</u>	<u># of EE's</u>	<u>Notes</u>
BRN	150	1st Floor Suite 150
DOI	75	1st Floor Suite 160, 170 2nd Floor Suites 260,265
Solid	14	2nd Floor Suite 270
Vet Med	23	2nd Floor Suite 230
BPPE	104	2nd Floor Suite 225
Total	381	

<u>1300 National Drive</u> 3,034 sq ft		<u># of EE's</u>	<u>Notes</u>
	Osteopathic Medicine	12	1st Floor Suite 150
	Naturopathic Medicine	2	1st Floor Suite 150
	Total	14	

<u>2420 Del Paso</u> 39,734 sq ft		<u># of EE's</u>	<u>Notes</u>
	BSIS	71	2nd Floor Suite 270, 260
	Barber and Cosmo	74	1st Floor Suite 100, 130
	OPES	22	2nd Floor suite 265
	Board of Architects	22	1st Floor Suite 105
	Total	189	

<u>2535 Capitol Oaks</u> 38,709 sq ft		<u># of EE's</u>	<u>Notes</u>
	BVNPT	75	Suites 200/205/210/250/322/445
	DOI	N/A	Suites 220/225 (Counted with 1747 employees)
	Engineers	45	Suite 300
	Court Reporters	5	Suite 230
	Total	125	

<u>2450 Del Paso</u> 3,387 sq ft		<u># of EE's</u>	<u>Notes</u>
	Optometry	13	1st Floor Suite 105

<u>3750 Rosin Court</u> 37,50 sq ft		<u># of EE's</u>	<u>Notes</u>
	Respiratory Care	17	Suite 100

<u>2450 Venture Oaks</u> 22,797 sq ft		<u># of EE's</u>	<u>Notes</u>
	Accountancy	92	Suites 300, 420

<u>3075 Prospect Park Drive</u> 8,660 sq ft		<u># of EE's</u>	<u>Notes</u>
	Real Estate Appraisers	26	Suite 190

<u>BAR</u>		<u># of EE's</u>	<u>Notes</u>
	BAR, N. Mather 93,807 sq ft	300	No Suite #
	BAR, Systems Parkway 30,893 sq ft	33	No Suite #
	Total	333	

<u>9821 Business Park Drive</u> 91,400 sq ft	<u># of EE's</u>	<u>Notes</u> DOCK -SIDE PU
CSLB	250	No Suite #

<u>4244 S. Market</u> 25440 sq ft	<u># of EE's</u>	<u>Notes</u>
Bureau of Household Goods and Services	52	No Suite #

<u>2005 Evergreen</u> 88,725 sq ft	<u># of EE's</u>	<u>Notes</u>
Athletic Commission	10	Suite 2010
Dental Board	64	Suite 1550
Dental Hygiene	9	Suite 2050
Med Board	172	Suite 1200
Physical Therapy	27	Suite 1350
Physician's Assistant Board	9	Suite 1100
Podiatric Medicine	7	Suite 1300
Structural Pest	36	Suite 1500
Speech Language Pathology	8	Suite 2100
Total	357	

<u>2720 Gateway Oaks</u> 21,318 sq ft	<u># of EE's</u>	<u>Notes</u>
Pharmacy	117	Suite 100, 200

<u>1610 Arden Way</u> 4,822 sq ft	<u># of EE's</u>	<u>Notes</u>
Occupational Therapy	25	Suite 121

<u>1601 Response Rd.</u> 4,643 sq ft	<u># of EE's</u>	<u>Notes</u>
Speech Language Pathology, Audiology & Hearing Aid Dispensers	14	Suite 260

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

I. INVOICING AND PAYMENT:

For services satisfactorily rendered and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.

Itemized invoices shall include the Agreement Number and be submitted not more frequently than monthly in arrears to APInvoices@dca.ca.gov and Joey.Martinez@dca.ca.gov or mail to:

Department of Consumer Affairs
Accounts Payable
Contract Number: TBD
P.O. Box 980518
West Sacramento, CA 95798-0518

II. BUDGET CONTINGENCY CLAUSE:

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to fulfill any provisions of the Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either; cancel this Agreement with no liability occurring to the State or offer an Agreement Amendment to the Contractor to reflect the reduced amount.

III. PROMPT PAYMENT CLAUSE:

Payment shall be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

IV. TAXES:

The state of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales or use tax imposed by another state.

V. TRAVEL:

Travel time shall be billed at the same hourly rate as contracted. Reimbursement for travel (i.e., meals, accommodations, related expenses, etc.) shall be reimbursed at the exempt employee rates in accordance with the California Code of Regulations, Title 2, Chapter 3, Article 2 (commencing with section 599.615).

VI. PROGRESS PAYMENTS:

Progress payments are permitted for work performed under this agreement. Ten (10%) percent of the invoiced amount shall be withheld pending the final completion of the agreement, receipt, and acceptance by the State of any final reports required under this Agreement.

The Contractor agrees Public Contract Code (PCC), Section 10346, applies and controls All funds withheld shall be paid after receipt and acceptance of the final project report. The Contractor must submit a separate invoice for payment of withheld funds.

EXHIBIT B.1

COST SHEET

Please note that the winning Bidder's Cost Sheet will be included here in the final contract.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (02/2025)

PLEASE NOTE: This page **shall not** be included with the final agreement. The General Terms and Conditions shall be included in the agreement by reference to Internet website:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language?search=GENERAL%20TERMS%20CONDITIONS>

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

I. LIABILITY FOR NONCONFORMING WORK:

The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If nonconformity is discovered after the deadline for the completion of project, the State, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing the State for any additional expenses incurred to cure such defects.

II. SETTLEMENT OF DISPUTES:

In the event of a dispute, Contractor shall file a "Notice of Dispute" with Department of Consumer Affairs, Director or his/her designee within ten (10) days of discovery of the problem. Within ten (10) days, the Director or his/her designee shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of the Director or his/her designee shall be final.

In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the bid proposal.

III. AGENCY LIABILITY:

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

IV. IMPRACTICABILITY OF PERFORMANCE:

This Contract may be suspended or cancelled, without notice at the option of the Contractor, if the Contractor's or State's premises or equipment is destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

V. LICENSES AND PERMITS:

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this Agreement.

In the event the Contractor fails to keep in effect at all times all required license(s) and permit (s), the State may, in addition to other remedies it may have, terminate this Contract upon occurrence of such event.

VI. HEALTH AND SAFETY:

Contractors are required to, at their own expense, comply with all applicable health and safety laws and regulations. Upon notice, contractors are also required to comply with the state agency's specific health and safety requirements and policies. Contractors agree to include in any subcontract related to performance of this Agreement, a requirement that the subcontractor comply with all applicable health and safety laws and regulations, and upon notice, the state agency's specific health and safety requirements and policies.

VII. AMENDMENTS:

DCA reserves the right to amend this Agreement allowable by State Contracting Manual, Volume 1, Chapter 5, section 5.81. An amendment is of no force or effect until signed by both parties and, if required, approved by the Department of General Services.

EXHIBIT E

ADDITIONAL TERMS AND CONDITIONS

I. RIGHT TO TERMINATE:

The State reserves the right to terminate this agreement subject to 30 days written notice to the Contractor. The Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein. However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the agreement. In this instance, the agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

II. LIABILITY FOR LOSS AND DAMAGES:

Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Agreement.

III. CONFIDENTIALITY OF DATA:

No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Agreement shall be released, published, or made available to any person (except to the State) without prior written approval from the State. The contractor by acceptance of this Agreement is subject to all of the requirements of California Civil Code Sections 1798, et seq., regarding the collections, maintenance, and disclosure of personal and confidential information about individuals.

IV. POTENTIAL SUBCONTRACTORS:

Nothing contained in this Agreement or otherwise shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

V. GOODS AND SERVICES:

The State reserves the rights to inspect, reject, and/or accept all goods and services provided within this agreement.

VI. STAFF EXPENSES:

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have contractual relationships with any government entity.

VII. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE):

The State has determined that the DVBE participation goals for this Agreement are exempt. However, the Contractor may use DVBE's and report the participation to the State.

VIII. OWNERSHIP OF RECORDS, DOCUMENTS, AND WORKING PAPERS:

Any and all records, reports, papers, questionnaires, tabulations, or other documents pertaining to this Agreement shall remain in the property of the State.

IX. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS:

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, which shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

X. INSURANCE REQUIREMENTS:

1. General Provisions Applying to All Policies

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor and/or Permittee is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor and/or Permittee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – Contractor and/or Permittee is responsible for any deductible or self-insured retention contained within their insurance program.

- D. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor and/or Permittee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- E. Endorsements** – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- F. Inadequate Insurance** – Inadequate or lack of insurance does not negate the contractor and/or Permittee's obligations under the contract.
- G. Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- H. Available Coverages/Limits** - All coverage and limits available to the contractor shall also be available and applicable to the State, regardless of the minimum limits required in Section 2. Insurance Requirements below.
- I. Subcontractors** - In the case of Contractor and/or Permittee's utilization of subcontractors to complete the contracted scope of work, contractor and/or Permittee shall include all subcontractors as insured under Contractor and/or Permittee's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor and/or Permittee.
- J. Premiums** – The contractor/Permittee shall be responsible for any premium, deductible or self-insured retention in connection with any Required Insurance.
- K. Required Insurance** - By requiring the insurance herein, the Department does not represent that the insurance coverage and limits will necessarily be adequate to protect the Contractor/Permittee, and such coverage and limits shall not be deemed as a limitation on the contractor's/Permittee's liability under the indemnities granted to the Department in this Contract.
- L. Insurance Certificate** - Contractor shall provide an insurance certificate evidencing the required insurance coverage before work commences under this Agreement.

2. Insurance Requirements

A. Commercial General Liability

Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Contractor's limit of liability.

The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

B. Automobile Liability

Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000.00 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract. If contractor will not have any commercially owned vehicles used during the life of this Agreement, by signing this Agreement, the Contractor certifies that the Contractor and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.

C. Workers' Compensation and Employer's Liability

Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. In addition, employer's liability limits of \$1,000,000.00 are required. By signing this contract, Contractor acknowledges compliance with these regulations. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.