

DEPARTMENT OF WATER RESOURCES

715 P STREET, 7th FLOOR P.O. BOX 942836
SACRAMENTO, CA 94236-0001



REQUEST FOR PROPOSAL PRIMARY

Notice to Prospective Firms

July 22, 2026

You are invited to review and respond to this Request for Proposal (RFP) number 10219621 for digital output and finishing services. The anticipated term of this agreement is five (5) years. In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with the Department of Water Resources, hereinafter referred to as the "State", incorporates, by reference, the State's General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at the Department of General Services (DGS) website:

<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 provided by contacting the person listed below. The CCC package contains clauses and conditions that may apply to your Agreement and to anyone doing business with the State of California. The Certification will be kept on file in a central location.

Inquiries regarding the processing of this proposal should be referred to Annie Cho at (916) 902-6108. Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum to this solicitation.

Sincerely,

Carly Cornejo

Carly Cornejo
Graphic Design and Mapping Supervisor

Attachment(s)

TABLE OF CONTENTS

	Page
Purpose and Description of Services	4
Proposing Firm Minimum Qualifications	4
Proposal Requirements and Information	5
Proposal Key Action Dates	6
Questions and Answers	6
Work Plan and Work Schedule/Technical Proposal Requirements	6
Cost Proposal Format and Requirements	6
Submission of Proposal	6
Proposal Evaluation and Selection Process	9
Tax Delinquent Status Verification	14
Generative Artificial Intelligence (GenAI) Disclosure	15
Notice of Intent to Award and Protest	15
Disposition of Proposals	16
Standard Conditions of Service	16
Payee Data Record (Std. 204)	16
Key Employee Policies and Guidelines Notice Acknowledgment (Consultants and Contractors) (DWR 9524a)	17
Economic Incentive Programs	17
Small Business Preference Programs	17
Disabled Veteran Business Enterprise Program	20
Pending Small Business or Disabled Veteran Business Enterprise Certification Application	22
Proposal Checklist	23
Attachment I – Cost Proposal Worksheet	25
Attachment II – Proposal/Proposing Firm Certification Sheet	31
Completion Instructions for Proposal/Proposing Firm Certification Sheet	32
Attachment III – Proposing Firm References	33
Attachment IV – Darfur Contracting Act Certification	35
Attachment V – Generative Artificial Intelligence (GenAI) Disclosure (DWR 9834)	36
Attachment VI – Bidder Certification of DVBE Participation (DWR 9526)	37
Attachment VII – DVBE Declaration (DGS PD 843)	38
Attachment VIII – Bidder Declaration (DGS PD 05-105)	39
Attachment IX – California Civil Rights Laws Attachment	40
Sample Contract – Standard Agreement (Std. 213)	41
Exhibit A – Scope of Work	42
Exhibit B – Budget Detail and Payment Provisions	46
Exhibit C – General Terms and Conditions	47

Exhibit D – Special Terms and Conditions for Department of Water Resources – Standard Payable (DWR 9544)	48
Attachment 1 – Recycled Content Certification Form (DWR 9557)	51
Exhibit E – Additional Provisions	53
Attachment 1 – Small Business Subcontractor Payment Certification (DWR 9683)	57

A. Purpose and Description of Services

Contractor agrees to provide to the State of California, Department of Water Resources (DWR) Digital Output and Finishing Services as described herein.

The Contractor will furnish all labor, materials, equipment and facilities to provide digital output and finishing services for DWR, as required in accordance with the specifications delineated in the Scope of Work and pursuant to work assignments by DWR. These services are necessary to create visual presentation materials that increase the effectiveness of the Department's water education goals, and to meet the needs of the Governor's Office, Natural Resources Agency, and our interagency clients.

B. Proposing Firm Minimum Qualifications

The Contractor must be an experienced firm providing professional digital output and finishing services on a full-time commercial basis as its principal business for at least the past three (3) years within the State of California. The Contractor's production facility must be located within 30 miles of DWR's Headquarters building at 715 P Street, Sacramento, California. **At the time the bid is submitted**, the Contractor must have experienced personnel on staff and all necessary equipment in-house to provide the services delineated in the Scope of Work (Exhibit A). The Contractor must maintain such equipment and capabilities throughout the term of the contract.

As part of their bid, the Contractor must submit evidence of such operation in the form of the following documentation:

1. A copy of the Contractor's business license(s) to confirm three (3) years' time in business within the State of California. Documentation submitted will be used to substantiate Contractor is a firm that provides digital output and finishing services on a full-time commercial basis as its principal business segment as well as time in business and location of facilities. Documentation deemed inadequate or insufficient to determine information will cause the Contractor to be disqualified from further consideration.
2. Using the Proposing Firm References (Attachment III) form included in this RFP, the Contractor must provide references from **six (6)** design or architectural firms for whom the Contractor has provided at least \$3,000 worth of services similar to those identified in the Cost Proposal Worksheet (Attachment I) within the past five (5) years.

All six references must include a brief description of services provided by the Contractor, a list of in-house equipment used to provide the service, and a copy of the invoice(s) for actual services rendered. References contacted will be asked to rate the overall product and quality control provided.

3. A complete list of primary in-house equipment and capabilities, computer platforms (noting operating systems) and software applications (noting versions), and a File Transfer Protocol (FTP) delivery site address. The list must be included in the submittal package to substantiate ability to facilitate the services required in accordance with the specifications listed in the RFP.

In-house equipment, computer platforms (operating systems), and software applications must include, at a minimum, the following:

a. Equipment

1. Large Format InkJet Plotter with UV Ink (6 color minimum - 52 inches wide)
2. Color Laser Printer (up to 12 inches by 18 inches)
3. Large Format Laminator and Mounter (minimum 60 inches wide)

4. Large Format Flatbed Plotter with UV Ink (6 color minimum - 60 inches wide)
5. Flatbed Router (minimum 60 inches wide)
6. Vinyl Cutter (minimum 60 inches wide)
- b. Computer Platforms and Operating Systems
 1. Macintosh OS Sequoia 15.7 or newer
 2. PC Microsoft Windows 11
- c. Software Applications
 1. Adobe Acrobat Pro CC 2025 or newer
 2. Adobe Photoshop CC 2025 or newer
 3. Adobe Illustrator CC 2025 or newer
 4. Adobe InDesign CC 2025 or newer
 5. Microsoft PowerPoint 2025 or newer
4. Prior to contract award, DWR will conduct an on-site inspection of Contractor's facility to verify that all equipment and staffing required for providing services under this contract are in place. The list provided by the Contractor will be used by DWR staff when conducting the on-site inspection to substantiate Contractor's ability to perform services. Contractor's facility found to be inadequate for providing services may adversely affect Contractor's scoring in the evaluation process. Contractor's equipment found to be insufficient for providing services under this contract will cause the bid to be disqualified from further consideration. All equipment must be operational/operable at the time of the on-site inspection. DWR reserves the right to waive minor deviations on the on-site inspection. (NOTE: Refer to Page 12 for information on the scoring process of on-site inspection).
5. The Department has determined that Proposers responding to this solicitation must comply with Disabled Veteran Business Enterprise (DVBE) Program participation requirements, which is a minimum of three percent (3.0%) commitment. Proposers must complete and submit the following forms: Attachment VI, Bidder Certification of DVBE Participation (DWR 9526), Attachment VII, DVBE Declaration (DGS PD 843); Attachment VIII, Bidder Declaration (DGS PD 05-105) and DVBE proposer's and/or subcontractor(s)' Department of General Services Office of Small Business and Disabled Veteran Business Enterprise Services (DGS/OSDS) certification(s). ***Failure to fulfill the DVBE requirement will render your bid non-responsive and shall be cause for bid rejection.***

C. Proposal Requirements and Information

1. PROPOSAL KEY ACTION DATES

All proposing firms must adhere to the following time schedule.

RFP and Sample Assignment available to prospective proposing firms on	Wednesday, July 22, 2026
Technical questions must be submitted by	Wednesday, July 29, 2026 at 8:00 AM
Answers to technical questions will be disseminated by	Friday, July 31, 2026 at 1:00 PM
Proposals and Sample Assignment must be received by	Monday, August 10, 2026 at 1:00 PM
Anticipated date of proposal opening	Thursday, August 20, 2026 at 9:30 AM
Anticipated start date of agreement is	October 2026

Proposal Openings: Sealed proposals will be publicly opened and read via a TEAMS link. You may participate using the link provided below.

Topic: Public Proposal Opening RFP # 10219621 Digital Output and Finishing Services
Time: Thursday, August 20, 2026 at 9:30 AM

Join TEAMS Meeting

<https://teams.microsoft.com/meet/22782208359753?p=986rdiFS5etEgRrkCE>

Or by Telephone (audio only):

Dial: (916) 573-2034

Phone Conference ID: 186 600 167#

*Please note that the bid opening via TEAMS will be visual only with no opportunity for questions and answers.

2. LOCATION WHERE WORK WILL BE PERFORMED:

The Contractor services facility must be located within thirty (30) miles of DWR Headquarters.

The Services shall be performed at: Contractor's Facility

3. QUESTIONS AND ANSWERS

Technical questions must be submitted in writing to annie.cho@water.ca.gov and received by DWR on or before 8:00 AM on Wednesday, July 29, 2026. DWR will provide answers in writing to all potential proposing firms by 1:00 PM on Friday, July 31, 2026.

4. WORK PLAN AND WORK SCHEDULE/TECHNICAL PROPOSAL REQUIREMENTS

The proposing firm shall develop a work plan or schedule for task completion. If applicable, identify each major task, necessary subtask, and/or specifics by which progress can be measured and payments made. Proposing firms may need to include the following information:

- a. Project Personnel: List all personnel who will be working on the project. Include resumes which explain their titles, roles, responsibilities, and qualifications.
- b. Facilities and Resources: Explain where the services will be provided and what type of equipment and/or other resources are needed to perform the services.

5. COST PROPOSAL FORMAT AND REQUIREMENTS

The proposing firm shall use the attached Cost Proposal Worksheet (Attachment I) to provide their cost proposal. The Cost Proposal Worksheet shall be submitted in the same envelope as the proposal and as outlined in paragraph a of Submission of Proposal.

6. SUBMISSION OF PROPOSAL

- a. Proposals must be submitted by United States Postal Service (USPS) mail, hand delivery, United Parcel Service (UPS), express mail, or Federal Express to:
 - i. Proposals submitted by USPS must be addressed to:

Department of Water Resources
Attn: Annie Cho
P.O. Box 942836
715 P Street
Sacramento, CA 94236-0001

ii. Proposals submitted by hand delivery must be given to Contract Specialist Annie Cho on or before 1:00 PM on Monday, August 10, 2026. Please coordinate a day and time via phone (916) 902-6108 or e-mail annie.cho@water.ca.gov.

iii. Proposals submitted by UPS, express mail, or Federal Express must be addressed to:

Department of Water Resources
Contract Services
Attn: Annie Cho
715 P Street
Sacramento, CA 95814

- b. All proposals must be submitted under sealed cover. The sealed cover must contain all documents listed in the Proposal Checklist. The outside of the sealed cover must be plainly marked with the RFP title and number, must show your firm's name and address, and must be marked with "DO NOT OPEN."
- i. Package shall contain **two** separate sealed envelopes.
 - ii. The first envelope will contain **all** documents listed under Phase One in the Evaluation and Selection Process section. This envelope shall be marked, "DOCUMENTATION AND TECHNICAL PROPOSAL."
 - iii. The second envelope shall contain the Cost Proposal Worksheet (Attachment I). The envelope shall be marked "COST PROPOSAL".
 - iv. Proposals not submitted under sealed cover will be rejected. A minimum of two signed proposals must be submitted. One proposal must be submitted in hard copy. One proposal must be submitted in an electronic format (Word and/or PDF File) on a USB Drive. USB Drives can be returned at the request of the proposing firm once the solicitation is concluded.
 - v. Quality Sample Assignment
- c. Proposals should provide straightforward and concise descriptions of the proposing firm's ability to satisfy the requirements of this RFP.
- d. If the proposal is made under a fictitious name or business title, the actual legal name of the proposing firm must be provided.
- e. Due to limited storage space, the proposal package should be prepared using the least expensive method (i.e. cover page with staple in upper left-hand corner, no fancy bindings).
- f. All proposals must include original signatures on the following documents: Proposal/Proposing Firm Certification Sheet and any other documents specified in the Proposal Checklist.
- g. Proposals not including the documents identified in the Proposal Checklist shall be deemed non-responsive and will be rejected.
- h. All proposals are to be sent to DWR within the time frame indicated in the Time Schedule. Proposals received after the due date and time will be returned unopened to the prospective proposing firm.

- i. Proposals must be submitted for the entire service described within the Scope of Work. Deviations from the specifications will not be considered and will be cause for rejection of the proposal.
- j. The State does not accept alternate language from a proposing firm. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- k. A proposal may be rejected if conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may waive any immaterial deviation in a proposal. The State's waiver of immaterial defect shall in no way modify the RFP document or excuse the proposing firm from full compliance with the objectives if awarded the Agreement.
- l. Costs for developing proposals and preparation of award of the Agreement are entirely the responsibility of the proposing firm and shall not be chargeable to the State of California.
- m. This RFP must be signed by an individual who is authorized to bind the proposing firm contractually. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal will be rejected.
- n. A proposing firm may modify a proposal after its submission by withdrawal and resubmission before the proposal due date. Modification of a proposal offered in any other manner, oral or written, will not be considered.
- o. A proposing firm may withdraw their proposal by submitting a written request to the State for its withdrawal, signed by the proposing firm or an agent authorized in accordance with paragraph n above. A proposing firm may thereafter submit a new proposal before the proposal submission deadline. Proposals may not be withdrawn after the proposal due date. Proposals received after the due date and time will be returned unopened to the prospective proposing firm.
- p. DWR may modify the RFP prior to the date fixed for submission of proposals by the issuance of an Addendum to all parties who received a proposal package. This Addendum will also be posted on the State's eProcurement website found at www.CaleProcure.com.
- q. If all proposals are too high, DWR is not required to award an Agreement.
- r. The State may reject all proposals if deemed necessary.
- s. The proposals submitted, including costs, will become public when DWR has completed its evaluation and announces the responsible proposer who has been given the highest score.
- t. Proposing firms are cautioned not to rely on the State during the evaluation to discover and report all defects and errors in the proposal documents. Proposing firms should carefully proof-read documents for errors and adherence to the RFP requirements prior to proposal submittal.
- u. Where applicable, the proposing firm should carefully examine the worksite and specifications. Proposing firm shall investigate the conditions, character, quality of surface, subsurface materials, or obstacles to be encountered. No additions to the Agreement amount will be made because of failure to thoroughly examine the worksite and specifications.
- v. More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any proposing firm has submitted more than one proposal for the work contemplated herein will

cause the rejection of all proposals submitted by that proposing firm. If there is reason for believing that collusion exists among the proposing firm, none of the participants in such collusion will be considered in this or future procurements.

- w. Public Proposal Openings may be conducted in person or online. Bid openings conducted online will be done virtually using TEAMS. You may participate using the link provided in the solicitation under Section C Paragraph 1 above.

7. EVALUATION AND SELECTION PROCESS

- a. At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b. Proposals containing false or misleading statements or providing references that do not support an attribute or condition claimed by the proposing firm may be rejected. If, in the opinion of the State, information was intended to mislead the State in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the proposal.
- c. If, in the opinion of the State, the submitted proposal information is determined to be unbalanced, the State may reject the proposal. An "unbalance proposal" is a proposal that, in the sole discretion of the State, has nominal prices for work item(s) that represent substantive work and/or overly enhanced prices for nominal work item(s).
- d. Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- e. The final selection will be made to the lowest monetary responsible proposer achieving a passing score, after application of preferences
- f. If there are tied proposals, DWR will draw straws to pick the winning proposing firm. The drawing will be witnessed and documented by two or more DWR employees.
- g. The evaluation process will consist of four phases.
 - i. **In Phase One**, proposals are reviewed to ensure that all documentation has been submitted in compliance with the requirements of this RFP. DWR will review all of the following documents to determine that each is enclosed and properly completed. Failure to meet these administrative requirements shall cause a proposal to be deemed non-responsive and therefore ineligible for the next step of the RFP evaluation process.
 1. Proposal/Proposer Certification Sheet (Attachment II)
 2. References (Attachment III) and Invoices
 3. Darfur Contracting Certification (Attachment IV)
 4. Bidder Declaration (DGS PD 05-105, Attachment VIII)
 5. California Civil Rights Laws (Attachment IX)
 6. Small Business Certification (when applicable)
 7. Completion of DVBE compliance documentation
 - a) Bidder Certification of DVBE Participation - DWR 9526 (Attachment VI)
 - b) DVBE Declaration – DGS PD 843 (Attachment VII)
 - c) Bidder Declaration – DGS PD 05-105 (Attachment VIII)
 - d) DVBE Certification from DGS/OSDS
 - e) DWR SB/DVBE Program Manager's Notification of Compliance (*if*

obtained in advance)

8. Work Plan and Work Schedule/Technical Proposal
9. A copy of the Contractor's business license(s) to confirm three (3) years' time in business within the State of California.
10. List of primary in-house equipment, computer platforms and operating systems, software applications and versions, and FTP site delivery address.

- ii. **Phase Two** will consist of an evaluation of a single Quality Sample Assignment. The Sample Assignment will be posted to CaleProcure on July 22, 2026 as Addendum 1. You may also view the Sample Assignment using the Box link provided: <https://cadwr.box.com/s/quq8bwbk881xb2x1aozhi4uz55zo5es0>. The Sample Assignment must be included with the Bid proposal submission on August 10, 2026. Failure to include Sample Assignment will be basis of rejection of the proposal. Sample Assignments which meet a score of 90 or more will proceed to Phase 3. Questions regarding the Sample Assignment and Solicitation can be directed to Annie Cho at annie.cho@water.ca.gov by Wednesday, July 29, 2026 at 8:00 AM. Answers for both the Sample Assignment and Solicitation will be posted to CaleProcure on Friday, July 31, 2026 at 1:00 PM as Addendum 2.

The Sample Assignment must include the following:

1. Written Output and Finishing Instructions
2. Digital File for Production
3. Digital Proof

Using the written output and finishing instructions and the digital file, the Proposer is required to submit a single quality sample assignment. The sample submitted will represent the level of quality to be expected on a consistent basis for products and services throughout the term of the Agreement. The Proposer must use in-house equipment and personnel to complete this assignment.

The quality sample will be a digital color output that is mounted, laminated, and trimmed. The digital proof provided by DWR is for quality control. Proposals must score a minimum of 90 points. To determine which proposals meet the minimum requirement for this phase, the finished quality sample assignment will be collectively reviewed and evaluated by DWR Design staff and rated based on the criteria and scoring method described below.

Quality Sample Assignments Rating / Scoring Criteria	Maximum Points Possible	Actual Points Awarded
1. Accuracy in following the written output and finishing instructions provided	20	
2. The resolution and overall image quality	25	
3. Color accuracy and color saturation as per digital proof provided	25	
4. Mounting – evenness of adhesion and smoothness/flatness of product	10	
5. Lamination – evenness of adhesion to edges and absence of trapped air	10	

6. Trim quality – smooth, clean cuts, good judgment and skill in following contours	10	
Total	100	

The Proposer that obtains a minimum score of **90 points** on the Quality Sample Assignment phase will proceed to Phase Three: On-Site Inspection.

The DWR Evaluation Team will score the submittals based on percentages for levels of quality for each scoring criterion. The percentages will then be translated to points based upon the weight for each particular factor. For example, under “Effective Timeframes,” if a proposing firm’s response is considered “Excellent,” it will receive 9 points (0.9 x 10). The same approach will be used for all categories, except the evaluation Cost Proposal, which is not scored.

Percentage of maximum points	Description
Non-Compliant 0%	Fails to address the component or the proposing firm does not describe any experience related to the component.
Poor 30%	Minimally addresses the section, but one or more major considerations of the component are not addressed, or so limited that it results in a low degree of confidence in the proposing firm’s response.
Fair 70%	The response addresses the section, but minor considerations may not be addressed. Acceptable degree of confidence in the proposing firm’s response.
Good 80%	The response fully addresses the section and provides a good quality solution. Good degree of confidence in the proposing firm’s response.
Excellent 90%	All considerations of the section are addressed with a high degree of confidence in the proposing firm’s response.
Outstanding 100%	All considerations of the section are addressed with the highest degree of confidence in the firm’s response or proposed solution. The response exceeds the requirements in providing a superior experience and creative approach.

- iii. **Phase Three** will consist of an on-site inspection. The on-site inspection will enable DWR staff to further evaluate the bidder’s ability to provide the anticipated services. When awarding points in this category, DWR staff will consider the following:

On-Site Inspection Rating/Scoring Criteria	Maximum Possible Points
<u>1. Facility and Personnel</u> An examination of the Contractor's staff performing service under this agreement and facility workspace to ensure ability to accommodate completion of oversized projects and perform services identified on the Cost Proposal Worksheet (Attachment I). a. Number of trained staff available to handle large volume of work b. Personnel and vehicles for pick-up and delivery services c. Workshop area for assembly of oversized projects with a minimum of 10-foot ceiling height d. Floor space to allow for large tables and assembly of concurrent large projects e. Adequate lighting and dust free workspace f. Building access for large equipment/oversized projects/receiving and delivering oversized goods and large quantity of materials	25
<u>2. Digital Output and Finishing Equipment</u> An examination of Contractor's in-house equipment to ensure compliance with DWR's requirements on Page 5 as specified in item B (Proposing Firm Minimum Qualifications).	25
<u>3. IT Hardware and Software</u> An examination of Contractor's computer operating systems and software to ensure compliance with DWR's requirements on Page 5 as specified in item B (Proposing Firm Minimum Qualifications). The following will also be evaluated: a. FTP Site for File Transfer b. Large File Transfer and Storage Capabilities c. Network Capabilities and File Transfer Capacity d. Ratio of Work Stations to Operators e. Processing Power f. Peripheral Devices	20
<u>4. Quality Control</u> a. Review procedures for overall production, quality control, proofing system, and customer service.	20
<u>5. Administrative Procedures</u> a. Scheduling and project-tracking procedures b. Methods of accounting, estimating, and invoicing c. Methods of archiving project files d. Access to resources and services provided by outside vendors	10
Total	100

Only the proposers meeting or exceeding the minimum passing score of **90 points** on the Onsite Inspection will proceed to the cost proposal evaluation. DWR will provide notice of the public cost proposal opening to those qualified proposers.

The Contractor must have all experienced personnel and necessary equipment installed and in-house at the time the bid is submitted. Contractor's equipment found to be insufficient for providing services under this contract will cause the bid to be disqualified

from further consideration. All equipment must be in operation/operable at the time of the onsite inspection. The Contractor will maintain such equipment and capabilities throughout the term of the contract.

DWR reserves the right to waive minor deviations for the Onsite Inspection phase.

- iv. **Phase Four:** For the firms meeting or exceeding the minimum score, the Firm's sealed envelope marked "Cost Envelope" will be opened. At this time, the Small Business (SB) Preferences and DVBE Incentive calculations will be applied as appropriate. The application of the SB Preference and DVBE Incentives may result in the displacement of a previously high scoring firm.

1. SB Preference Calculation

When a certified SB has submitted a qualified proposal and is not the lowest proposing firm, the Department will apply the SB Preference to determine solicitation outcome. Only businesses certified by DGS/OSDS receive five percent (5.0%) calculation preference. If a responsive, responsible firm submitting low cost is already a certified small business, the preference calculation will not be applied.

Small Business Preference Calculation Example

The SB Preference is calculated by factoring five percent (5.0%) of the lowest proposal of a Non-Small Business (NSB) and subtracting the result from that of the certified SB.

NSB Proposal:	\$114,000
SB Proposal:	\$117,000
$\$114,000 \times 0.05 =$	\$ 5,700
SB Proposal:	\$117,000
Calculation Preference:	- <u>\$ 5,700</u>
SB Adjusted Proposal Cost	\$111,300

In the example above, the SB achieves low cost and is in line for award.

2. Disabled Veteran Business Enterprise Incentive Application

When appropriate, application of the DVBE Program Incentive will be applied after the SB Preference is applied and will be factored by the amount of DVBE participation identified by the proposing firm. The net cost proposed by the firm proposing DVBE participation will have their cost proposal reduced by the incentive amount calculated. This may result in the firm achieving low cost placing them in line for solicitation award.

It is possible for an SB firm that is not low cost to become the awarded firm after application of both the SB calculation preference and the DVBE Incentive calculation.

Application of the DVBE Incentive cannot displace the low-cost proposal of a certified SB.

Additional information regarding the DVBE Incentive may be found in Attachment VI of this solicitation.

Allowable Incentive Amounts

When the DVBE program is a required component of the solicitation, the minimum acceptable commitment level is three percent (3.0%). Incentive amounts applied begin at three percent and will not exceed 5 percent.

When the Department waives DVBE program compliance, a firm's DVBE participation is optional. Firms proposing DVBE participation are eligible to receive a DVBE incentive calculation from one percent (1.0%) to five percent (5.0%). The incentive applied will be at the level of proposed DVBE commitment.

DVBE Incentive Scale	
5.0% and Over	5.0%
4.0% - 4.99% inclusive	4.0%
3.0% - 3.99% inclusive	3.0%
2.0% - 2.99% inclusive	2.0%
1.0% - 1.99% inclusive	1.0%

Sample Incentive Application

Proposer	A	B	C
Responsive/Responsible	Yes	Yes	Yes
Net Proposed Price	\$100,000	\$102,000	\$103,000
Rank	1	2	3
Small Business	No	Yes	Yes
Eligible Preference	\$0.00	\$5,000	\$5,000
DVBE Participation	None	3.0%	100%
Incentive Amount	\$0.00	\$3,000	\$5,000
Adjusted Bid Amount	\$0.00	\$94,000	\$93,000
New Rank	3	2	1

8. TAX DELINQUENT STATUS VERIFICATION

- a. Effective July 1, 2012 [Public Contract Code 10295.4](#), requires state agencies to verify the tax delinquent status of bidders responding to state solicitations.
- b. At the time of bid evaluation, prior to contract award and execution, the State will verify all proposing firms and identified subcontractors as not listed as tax delinquent by the Franchise Tax Board and the California Department of Tax and Fee Administration. Any proposing firms or subcontractor listed as tax delinquent shall result in a proposal rejection and will not be considered for contract award. Proposing firms wanting further clarification can refer to the statute above or to the web sites listed below for additional information.

California Department of Tax and Fee Administration – Top 500 Sales Tax and Use
Delinquencies in California

<https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

Franchise Tax Board – Top 500 Delinquent Tax Payers

<https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>

9. GENERATIVE ARTIFICIAL INTELLIGENCE (GEN AI) DISCLOSURE

- a. The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.
- b. Proposer / 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 Definitions for GenAI.
- c. Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.
- d. Upon notification by a Proposer / 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.
- e. 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.

10. NOTICE OF INTENT TO AWARD AND PROTEST

- a. A Notice of Intent to Award will be posted on Cal eProcure for five (5) business days. All proposing entities will be officially notified via Cal eProcure that the Notice of Intent to Award is posted.
- b. Public inspection of all proposals and score sheets will be allowed after the Notice of Intent to Award has been posted.
- c. Contracts shall be awarded only after a Notice of Intent to Award has been posted in a place accessible by the general public, including any internet site identified in this RFP, for five (5) business days.
- d. Prior to the award, a proposing firm who claims he/she would have been eligible for the award of the contract, may protest the proposed award if DWR had scored his or her proposal correctly or if DWR had correctly followed the procedures specified in the Public Contract Code.
- e. A protestant must meet the burden of proof that DWR has committed a material error in the conduct of the proposal award process.
- f. Within five business days of filing the protest, the protestant must submit a detailed written statement of protest if the original protest did not contain the complete grounds for the protest.
- g. Both the original protest and/or the detailed statement of protest, if any, must include the RFP

number, the name of the State Agency involved, agency contact person, and protestant's fax number, if any.

- h. The protest documents may be sent by regular mail, email, courier, or personal delivery to:

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

AND

Department of Water Resources
Contract Specialist Email Address: annie.cho@water.ca.gov

Upon receipt of the protest, Department of General Services (DGS) shall send the protestant an acknowledgement letter and thereafter communicate with the parties regarding further disposition of the protest.

11. DISPOSITION OF PROPOSALS

Upon proposal opening, all documents submitted in response to this RFP 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 et seq.) and are subject to review by the public. The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium that discloses any aspect of a proposing firm's proposal, shall be held in the strictest confidence until the Notice of Intent to Award is posted. Proposals may be returned at the request and expense of the proposing firm.

D. Standard Conditions of Service

1. Service(s) shall not commence until the Agreement is fully executed and all approvals have been obtained.
2. All performance under the Agreement shall be completed on or before the termination date of the Agreement unless this Agreement is amended to extend the term.
3. No oral understanding or agreement shall be binding on either party.

E. Payee Data Record

1. The Contractor awarded this Agreement must have completed and submitted form STD 204, Payee Data Record, to determine if the Contractor is subject to a seven percent State Income Tax withholding pursuant to California Revenue and Taxation Code Sections 18662, 18805, and 26131.
2. No payment shall be made unless the Payee Data Record form has been completed and returned to DWR.

F. Key Employee Policies and Guidelines Notice Acknowledgment (Consultants and Contactors)

The selected Contractor awarded this Agreement must complete and submit the form DWR 9524a, Key Employee Policies and Guidelines Notice Acknowledgment. These policies and guidelines communicate expectations for Contractors. Every Contractor or subcontractors employee is expected to read and understand the material contained within. Primary Contractor/subcontractors are responsible to ensure that their employees are aware of and adhere to the policies and guidelines.

G. Economic Incentive Program

Proposing firms may be eligible for additional preferences when their place of business is located within certain economic regions and when they hire persons living and working within those economic regions. Please access the following links to read information about this economic incentive program.

TACPA CONTRACT PREFERENCE

This solicitation contains Target Area Contract Preference Act (TACPA) preference request forms. Please carefully review the forms and requirements. Proposers are not required to apply for these preferences. Denial of the TACPA preference request is not a basis for rejection of the bid.

The State as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from proposers, manufacturers, subcontractors and any other sources available at the time of the bid evaluation. Proposer refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in denial of preference requested.

Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce preference programs. Links to forms and contact information are below.

- [TACPA Preference Request \(STD 830\)](#)
- [Manufacturer's Summary of Contract Activities and Labor Hours \(DGS PD 525\)](#)
- [Bidder's Summary of Contract Activities and Labor \(DGS PD 526\)](#)

Any questions regarding the TACPA preference should be directed to DGS-PD Support Services Unit at (916) 375-4609 or TACPA@dgs.ca.gov.

H. Small Business Preference Programs

1. The Small Business Procurement and Contract Act ([Government Code \(GC\) Section 14838 et. seq.](#)) requires that a fair share of the State's purchases and contracts for goods, information technology services and construction be placed with a certified small business or micro-business. The Act mandates that state agencies:
 - a. Establish participation goals,
 - b. Provide a five percent (5.0%) SB calculation preference, and
 - c. Provide the opportunity for proposing firms to receive a five percent (5.0%) NSB calculation preference when achieving twenty-five percent (25.0%) SB participation through subcontracted efforts.

Proposing firm which is awarded the contract is committed to paying the stated percentage of the total contract amount (including contract amendments) to the SB subcontractor as declared on form DGS PD 05-105. SB proposers and subcontractors must be certified by DGS/OSDS to participate in SB Preference program.

2. SMALL BUSINESS PREFERENCE

An SB Preference of five percent (5.0%) is used for proposal evaluation purposes when determining a contract award in the following manner:

- a. Five percent (5.0%) is computed from the lowest, responsive and responsible cost proposal. This results in a preference amount.
- b. This preference amount is subtracted from the SB firm's cost proposal.
- c. When the calculation results in the SB firm's proposal being the lowest and having been determined to meet all other proposal specifications, the award is made to the certified small business firm.

3. NON-SMALL BUSINESS PREFERENCE

Under the Small Business Procurement and Contract Act (Government Code section 14835, et seq.), non-small business (NSB) proposing firms may be granted a five percent (5.0%) NSB preference on a proposal evaluation by an awarding department:

- a. If the proposing firm has achieved the minimum required points in Phase One to have cost evaluated in Phase Four;
- b. When a responsible NSB firm has submitted a responsive lowest cost proposal pursuant to the evaluation of the solicitation;
- c. When the NSB firm has submitted a timely, responsive proposal;
- d. When the NSB firm is determined to be a responsible firm; and
- e. When the NSB firm identifies OSDS certified SB(s) it commits to subcontract with on required form DGS PD 05-105, Attachment VIII, of the DGS/OSDS certified SB subcontractor(s) with which it commits to subcontract a total of at least twenty-five percent (25.0%) of its net proposal price with one or more OSDS certified SB(s).

4. NON-SMALL BUSINESS PREFERENCE CALCULATION

The non-small business calculation preference five percent (5%) is used for proposal evaluation purposes when determining a contract award in the following manner:

- a. Five percent (5.0%) is computed from the lowest, responsive and responsible cost proposal. This results in a preference amount.
- b. The preference amount is subtracted from the proposal of the NSB that is subcontracting a minimum of twenty-five percent (25.0%) of its net price to one or more OSDS certified SB(s).
- c. When the calculation results in the NSB firm's proposal being the lowest, and having been determined to meet all other proposal specifications, the award is made to the NSB firm.

Firm A, (Low Cost Proposal), non-small business:	\$125,000
Firm B, non-small business (subcontracting 25% to a certified small business)	\$131,000

Calculation Preference:	$\$125,000 \times .05 = \$6,250$
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Firm B	\$131,000
Subtract calculated preference	<u>- \$6,250</u>
Adjusted Cost Proposal for Firm B	\$124,750

Award is made to Firm B as the low proposer at the proposal of \$131,000.

5. TIES BETWEEN CERTIFIED SMALL BUSINESSES AND DVBE BUSINESSES

In the event of a precise tie between the proposal score of an SB and the proposal score of a disabled veteran enterprise, the award shall go to the DVBE firm that is also an SB.

6. MAXIMUM ALLOWABLE PREFERENCES

In no event shall the amount of the SB or NSB subcontractor preferences awarded on a single proposal exceed \$50,000, and in no event shall the combined cost of the SB or NSB subcontractor preference and preferences awarded pursuant to any other provision of law exceed \$100,000. The five percent (5.0%) calculation preference is used for computation purposes only and does not alter or affect the actual proposal price or the amount of the executed contract. When a certified SB is responsive, responsible, and the highest scored firm, there is no need to compute the SB preference as the SB is already the highest scoring firm.

7. COMMERCIALLY USEFUL FUNCTION (SBs) ([Government Code \(GC\) section 14837\(d\) \(4\)](#))

A certified SB, micro-business (MB) contractor, subcontractor or supplier, must meet commercially useful function (CUF) requirements under [Government Code \(GC\) section 14837\(d\) \(4\)](#). Selected firms must perform a CUF relevant to this contract.

The term “small business contractor, subcontractor or supplier” means any person or entity that satisfies the ownership (or management) and control requirements in accordance with [GC section 14837\(d\) \(4\)](#) and provides services or goods that contribute to the fulfillment of the contract requirements by performing a CUF. A person or an entity is deemed to perform a CUF if that person or entity does **all** of the following:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out contractual obligations by actually performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.
- Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, and, if applicable, making payment
- Its role is not an extra participant in the transaction, contract or project through which funds are passed in order to obtain the appearance of DVBE participation.

8. PROPOSING FIRM CUF REQUIREMENTS

The Department will determine, to the best of its ability, that your firm meets the criteria above for CUF. In responding to this solicitation, you are confirming that, under [GC 14837 \(d\)\(4\)](#) above, your business provides goods and/or services meet the definition of CUF. All proposing firms are required to provide CUF documentation using Attachment VIII, Bidder Declaration form DGS PD 05-105, included in the solicitation document. When completing the declaration, proposing firms must identify all subcontractors proposed for participation in the contract. Any proposing firm awarded a contract is contractually obligated to use the subcontractor for the corresponding work defined unless the State agrees to a substitution.

I. Disabled Veteran Business Enterprise Program

DVBE Program Participation is Required for Solicitation

This solicitation includes DVBE Program participation requirements, which is a minimum of three percent (3.0%) commitment. Complete and provide the following forms for program documentation and compliance:

1. DWR 9526, Attachment VI (Bidder Certification of DVBE Participation)
2. DGS PD 843 Attachment VII (DVBE Declarations)
3. DGS PD 05-105, Attachment VIII (Bidder Declaration)
4. DGS/OSDS Certification(s) for proposer and/or subcontractor(s). Proposer and/or subcontractors must be certified by DGS/OSDS to take part in DVBE Participation Program.

DVBE Incentive is as follows:

DVBE Required Participation	Incentive Percentage (%)
5.0% or over	5.0%
4.0% to 4.99%	4.0%
3.0% to 3.99%	3.0%

If you need assistance with finding a certified DVBE subcontractor, you can contact California Department of Veterans Affairs (CalVet) DVBE Program

- <https://www.calvet.ca.gov/contact>

- o Phone Number: 800-952-5626
- o Email: DVBE@calvet.ca.gov

You can also do a certified vendor search on Cal eProcure:

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>

1. DWR SB/DVBE PROGRAM MANAGER PRE-REVIEW OF DVBE DOCUMENTATION

The Department's SB/DVBE Program Manager offers a pre-review of a proposing firm's DVBE documentation prior to proposal submission. Since non-compliance with the DVBE program is immediate cause for rejection, the State strongly recommends firms interested in submitting a proposal, take advantage of this opportunity to ensure they are fully compliant with DVBE Program participation requirements.

Proposing firms should allow at least five (5) working days for pre-review of their DVBE documentation and submit them to the following:

SB/DVBE Program Manager
Email: SB.DVBE@water.ca.gov

Upon satisfactory review of the proposing firm's DVBE documentation, the DWR SB/DVBE Program Manager issues a Notification of Compliance which the proposing firm will submit with their proposal submittal.

2. DVBE INCENTIVE PROGRAM

Under [CCR 1896.99.100](#), the California DVBE Incentive provides responsive and responsible firms the opportunity to receive additional incentive calculations. The incentive is applied at the time of solicitation evaluation when a proposing firm selects a California-certified DVBE subcontractor to provide services or commodities in support of the overall contract effort. Application of the DVBE Incentive may place the proposing firm in line for contract award.

The following are key elements of the DVBE Incentive Program:

- a. The DVBE Incentive is applied during the evaluation process and is only applied to responsive proposals from responsible firms proposing the percentage(s) of DVBE participation for the incentive(s) specified in the solicitation.
- b. DVBE Incentive participation is at the discretion of the proposing firm and is *optional* when overall DVBE Program requirements are exempt by the Department for that solicitation.
- c. When requesting the DVBE Incentive application, proposing firms must complete and return the DVBE Incentive Application Request included within this solicitation with their proposal at time of submission.
- d. DVBE certified firm (proposer and/or subcontractor(s)) must be certified by DGS/OSDS.
- e. Services or commodities provided by the DVBE firm MUST meet the definition of CUF as defined under Government Codes: [14837](#) and [14842.5](#); [Military and Veterans Code 999 \(B\) \(i\) \(ii\)](#); and [California Code of Regulations 1896.71](#). A DVBE firm not meeting CUF regulations will render the responding firm ineligible for the DVBE Incentive application.
- f. Proposing firm, if awarded the contract, is committed to paying the stated percentage (on each form DWR 9526) of the total contract amount (including contract amendments) to the DVBE subcontractor declared on this form.

3. COMMERCIALLY USEFUL FUNCTION FOR - DVBEs ([MVC 999\(B\)](#))

Firms selected must perform a “*commercially useful function*” relevant to this contract. The term “DVBE contractor, subcontractor or supplier” means any person or entity that satisfies the ownership (or management) and control requirements of [CCR 1896.61\(f\)](#); is certified in accordance with [CCR 1896.70](#) and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function. As defined in [MVC 999\(B\)](#), a person or an entity is deemed to perform a “commercially useful function” if a person or entity does *all* of the following:

- a. Is responsible for the execution of a distinct element of the work of the contract;
- b. Carries out the obligation by actually performing, managing, or supervising the work involved;
- c. Performs work that is normal for its business services and functions

- d. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices
- e. Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and
- f. Its role is not an extra participant in the transaction, contract or project through which funds are passed in order to obtain the appearance of DVBE participation.

4. DVBE INCENTIVE APPLICATION BASED ON RFP PRIMARY METHOD

This solicitation is a Request for Proposal (RFP) Primary Method and the DVBE Incentive application is applied during Phase Three, when applicable, and is based on cost. The DVBE Incentive application follows the guidelines identified below:

- a. Application of the Incentive is based on a proposing firm's level of DVBE participation identified one percent (1.0%) to five percent (5.0%) and higher.
- b. For awards based on low cost, the incentive is applied by reducing the cost proposed by the amount of incentive as computed from the lowest responsive and responsible proposal. ([CCR 1896.99.100](#)).

5. ORDER OF EVALUATION

For purposes of evaluation, first SB Preference will be applied, followed by the DVBE Incentive calculation.

J. Pending Small Business or Disabled Veteran Business Enterprise Certification Applications

Proposing firms wishing to apply for the SB Preference, Non-SB Preference or DVBE Incentive related to this solicitation and have pending SB or DVBE certification(s) applications under review by DGS/OSDS, you must have:

- 1. notified DGS/OSDS that you are responding to a solicitation and are seeking an expedite review of your SB or DVBE certification application in relation to the solicitation;
- 2. provided DGS/OSDS with the Proposal Key Action Dates page from the proposal itself; and
- 3. must have submitted a complete application with all required forms and documentation to DGS/OSDS for review and approval by close of business of the proposal submittal due date.

Proposing firms must notify the State in writing at the time of proposal submission that they have an application for SB or DVBE certification under review at the DGS/OSDS, and that they wish to be considered for the SB Preference, NSB Preference or DVBE Incentive.

Contact DGS/OSDS at (916) 375-4940 to obtain information about the application expedite process.

Website: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/OSDS/OSDS>

PROPOSAL CHECKLIST

Please review the following checklist for a list of documents that must be returned with your proposal package. Please read the State of California's General Terms and Conditions before signing and submitting your proposal package. The State does not accept alternate language from a proposing firm. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable. Unless otherwise noted, failure to include the required documents will be cause for proposal rejection.

DOCUMENTS REQUIRED WITH SUBMISSION OF PROPOSAL

- ☐ Attachment I – Cost Proposal Worksheet (*must be signed, include all pages, and enclosed in separate envelope*)
- ☐ Attachment II – Proposal/Proposing Firm Certification Sheet
- ☐ Attachment III – Proposing Firm References (*Provide six (6) design or architectural firms whom the bidder has provided at least \$3,000 work of services similar to those identified in the Cost Proposal Worksheet, Attachment I*)
- ☐ Attachment IV – Darfur Contracting Act Certification
- ☐ Attachment V – GenAI Disclosure (DWR 9834)
- ☐ Attachment VIII – Bidder Declaration (DGS PD 05-105) – include all subcontracting information for entire bid on this one form, also indicate if you are not subcontracting services.
- ☐ Attachment IX – California Civil Rights Laws Attachment
- ☐ Quality Sample Assignment
- ☐ Invoices for firms identified in Attachment III Proposing Firm References
- ☐ Copy of Contractor's Business License to confirm three (3) years' time in business within the State of California
- ☐ Work and Work Schedule/Technical Proposal
- ☐ List of primary in-house equipment and capabilities (*see page 5 of solicitation for minimum requirements*)
- ☐ Proof of Contractor's location being within 30 miles of DWR's Headquarters

SMALL BUSINESS PROGRAM

- ☐ If you are a prime firm which is SB-certified and/or subcontracting to an SB, you must complete and return the following forms
 - List all subcontracting information on Attachment VIII, Bidder Declaration (DGS PD 05-105) mentioned above; and
 - Copy of current DGS/OSDS DVBE certification(s) for prime and/or subcontractor(s)

DVBE PARTICIPATION PROGRAM

- ☐ If you are a prime firm which is DVBE-certified and/or subcontracting to a DVBE, you must complete and return the following forms:
 - Attachment VI, Bidder Certification of DVBE Participation (DWR 9526);
 - Attachment VII, DVBE Declaration (DGS PD 843);
 - List all subcontracting information on Attachment VIII, Bidder Declaration (DGS PD 05-105) mentioned above; and
 - Copy of current DGS/OSDS DVBE certification(s) for prime and/or subcontractor(s)
- ☐ SB/DVBE Program Manager's Notification of Compliance (*if obtained in advance from the SB/DVBE Program Manager*)

ADDITIONAL STATE MANDATED PREFERENCE PROGRAMS

Required only when the bidding firm claims the following:

- ☐ * Target Area Contract Preference Act (TACPA) (Std. 830)

DOCUMENTS REQUIRED UPON CONTRACTOR SELECTION

These documents are not required at the time of bid submittal; however these documents will be required of the awarded firm upon contractor selection/bid award.

- ☐ Contractor Certification Clauses (CCC) (CCC must be submitted once a contractor is selected.)
- ☐ Payee Data Record (Std. 204)
- ☐ Certificate(s) of Insurance
- ☐ Key Employee Policies and Guidelines Notice Acknowledgment (Consultants and Contractors) (DWR 9524a)

**ATTACHMENT I
COST PROPOSAL WORKSHEET**

Pages 25-30 must be submitted to be considered a valid cost proposal worksheet

The undersigned will perform professional Digital Output and Finishing Services for the California Department of Water Resources. The Contractor hereby agrees to provide all labor, materials, facilities, and transportation necessary to perform all services required for the work in accordance with Exhibit A, Scope of Work. The rates listed on this Cost Proposal Worksheet shall include every item of expense, direct and indirect, including taxes incidental to the specified rates. **Pick-up and delivery charges must be included in the specified rates.**

The number identified in the "Weight Factor" column indicated below is based on a historic and anticipated percentage of usage for that product or service. The weight factor will be used solely for computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. However, the actual costs quoted below by the bidder **will** be binding for the term of the Agreement.

The Contractor is required to propose a cost for each item. Failure to indicate a dollar amount in any item will be grounds to reject the entire proposal. A zero-dollar (\$0.00) amount listed for any and all items will be interpreted and understood by the State to mean that the proposing firm indicating a zero-dollar amount shall perform any such services, up to and including the quantity indicated, at no cost to the State.

I. OUTPUT SERVICE

- 1. COLOR PLOTTING** Minimum 6-color ink jet printing with UV ink on presentation bond with Scratch Guard surface laminate up to 52 inches wide x 148 inches long from PostScript files.

Material	Price per Square Foot	Weight Factor	Extended Total
Presentation Bond	\$	x 5	= \$
Subtotal			\$

- 2. DIRECT-TO-SURFACE COLOR PLOTTING:** Minimum 6-color inkjet printing with UV ink on a variety of materials with a Scratch Guard surface laminate up to 60 inches wide x 120 inches long and up to 1 inch thick from PostScript files. Cost of vinyl banner material will include stitching of material.

Material	Size	Price per Square Foot	Weight Factor	Extended Total
Foamboard (white and black)	3/16"	\$	x 2	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$
Gatorboard (white and black)	3/16"	\$	x 1	= \$
	1/2"	\$	x 2	= \$
	1"	\$	x 2	= \$
Sintra (all colors)	1/8"	\$	x 1	= \$
	1/4"	\$	x 1	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$
Vinyl Banner	12 oz	\$	x 2	= \$

	13 oz	\$	x 2	= \$
	15 oz	\$	x 1	= \$
Adhesive Vinyl		\$	x 2	= \$
Subtotal				\$

3. **HARDWARE FOR PULL-UP BANNERS:** Price for hardware that would support a retractable pull up banner stand.

A. Hardware Size

Material	Price per size	Weight Factor	Extended Total
Hardware for a 2 ft. wide pull-up banner	\$	x 1	= \$
Hardware for a 3 ft. wide pull-up banner	\$	x 2	= \$
Hardware for a 4 ft. wide pull-up banner	\$	x 2	= \$
Subtotal			\$

4. **LASER COPIES ON PRESENTATION BOND FROM DIGITAL FILES:** Price breaks for volume are per original provided.

A. Color

Size	Quantity	Unit Price	Weight Factor	Extended Total
8-1/2" x 11"	1 – 100	\$	x 1	= \$
	101 – 500	\$	x 2	= \$
	Over 500	\$	x 2	= \$
11" x 17"	1 – 100	\$	x 1	= \$
	101 – 500	\$	x 1	= \$
	Over 500	\$	x 1	= \$
12" x 18"	1 – 100	\$	x 1	= \$
	101 – 500	\$	x 1	= \$
	Over 500	\$	x 1	= \$
Subtotal				\$

5. **COPIES ON PRESENTATION BOND FROM REFLECTIVE ART:** Price breaks for volume are per original provided. Original provided can be up to 18 inches.

A. **Color**

Size	Quantity	Unit Price	Weight Factor	Extended Total
8-1/2" x 11"	1 – 100	\$	x .5	= \$
	Over 101	\$	x .5	= \$
11" x 17"	1 – 100	\$	x .5	= \$
	Over 101	\$	x .5	= \$
12" x 18"	1 – 100	\$	x .5	= \$
	Over 101	\$	x .5	= \$
Subtotal				\$

- II. **FINISHING SERVICES** – Services priced per square foot must include labor and material.

6. **MOUNTING:** On various types of material up to 60 inches wide. Cost will include set-up fee if applicable.

Material	Size	Price per Square Foot	Weight Factor	Extended Total
Foamboard (white and black)	3/16"	\$	x 2	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$
Gatorboard (white and black)	3/16"	\$	x 1	= \$
	1/2"	\$	x 2	= \$
	1"	\$	x 2	= \$
Sintra (all colors)	1/8"	\$	x 1	= \$
	1/4"	\$	x 1	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$
Dibond	1/8"	\$	x 2	= \$
Plexiglas (Clear)	1/8"	\$	x 1	= \$
	1/4"	\$	x 1	= \$
Subtotal				\$

7. LARGE FORMAT HOT AND COLD LAMINATING: Up to 60 inches wide.

A. Surface Lamination (one-sided)

Size	Price Per Square Foot	Weight Factor	Extended Total
Gloss or Matte 3 mm	\$	x 4	= \$
Gloss or Matte 5 mm	\$	x 4	= \$
Scratch Guard 5 mm	\$	x 5	= \$
Subtotal			\$

B. Encapsulation (two-sided)

Size	Price per Square Foot	Weight Factor	Extended Total
Gloss or Matte 3 mm	\$	x 1	= \$
Gloss or Matte 5 mm	\$	x 1	= \$
Gloss or Matte 10 mm	\$	x 1	= \$
Exhibit Grade 5 mm Scratch Guard front & 15 mm gloss back	\$	x 4	= \$
Subtotal			\$

8. CUSTOM CUTTING AND ROUTING: Of a variety of materials up to 60 inches wide x 120 inches long from PostScript files. Price indicated must include set-up fee if applicable, labor, and materials.

Material	Size	Price per Square Foot	Weight Factor	Extended Total
Foamboard (white)	3/16"	\$	x 2	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$
Gatorboard (white)	3/16"	\$	x 1	= \$
	1/2"	\$	x 2	= \$
	1"	\$	x 2	= \$
Sintra (white)	1/8"	\$	x 1	= \$
	1/4"	\$	x 1	= \$
	1/2"	\$	x 1	= \$
	1"	\$	x 1	= \$

Subtotal	\$
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9. CUSTOM FABRICATION

Price per Hour	Weight Factor	Extended Total
\$	x 3	= \$
Subtotal		\$

III. MISCELLANEOUS COST

1. **Miscellaneous Supply Cost:** Miscellaneous materials and supplies, at the Contractor's cost plus a markup of _____ percent. (not to exceed 10%)

Price of material	Markup Percentage	Extended Total (\$1,000 x % Markup)
\$ 1,000	x ____%	= \$
Subtotal		\$

* The number identified in the "Price of Material" column indicated above will be used solely for computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. The indicated markup percentage (not to exceed 10%) will be used on future quotes and invoices.

IV. SUMMARY OF COSTS

Description of Cost	Extended Cost
I. OUTPUT SERVICES	
Table 1 – Color Plotting Subtotals	\$
Table 2 – Direct-to-Surface Color Plotting Subtotal	\$
Table 3 – Hardware for Pull-up Banners	
Table A – Hardware 2-4 foot size	\$
Table 4 – Laser Copies on Presentation Bond from Digital Files	
Table A – Color Subtotal	\$
Table 5 – Copies on Presentation Bond from Reflective Art	
Table A – Color Subtotal	\$
II. FINISHING SERVICES	
Table 6 – Mounting Subtotal	\$
Table 7 (A&B) – Large Format Hot and Cold Laminating	

Table A – Surface Lamination Subtotal	\$
Table B – Encapsulation Subtotal	\$
Table 8 – Custom Cutting and Routing Subtotal	\$
Table 9 – Custom Fabrication Subtotal	\$
III. MISCELLANEOUS COSTS	
Table 1 – Miscellaneous Supply Cost Subtotal	\$
Total Bid Amount	\$

NO GUARANTEE OF WORK UNDER THIS CONTRACT.

In the event of computational error, unit prices will prevail over extended totals. DWR will check proposal calculations and recalculate proposal totals.

The Contractor's signature, in ink, affixed hereon and dated will constitute a certification under the penalty of perjury under the laws of the State of California that the Contractor's license number and expiration date are true and correct.

Company Name

Contractor's License Number

Contractor's License Expiration Date

Printed Name and Title of Bidder

Signature of Bidder

Date

ATTACHMENT II PROPOSAL/PROPOSING FIRM CERTIFICATION SHEET

This Proposal/Proposing firm Certification Sheet must be signed and returned along with all the required attachments as an entire package in duplicate with **original signatures**. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.

Do not return Proposal Requirements and Information or the Sample Agreement.

1. Our all-inclusive proposal is submitted as detailed in Attachment I, Cost Proposal Worksheet.
2. All required attachments are included with this certification sheet.
3. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification. **An unsigned Proposal/Proposing Firm Certification Sheet will be cause for rejection.**

1. Company Name	2. Telephone Number ()	2a. Email
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. Proposing firm's Name (Print)		11. Title
12. Signature		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSDS) as: a. California Small Business 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 OSDS, if an application is pending: _____		

Completion Instructions for Proposal/Proposing Firm Certification Sheet

Complete the numbered items on the Proposal/Proposing firm 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 Veterans 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 OSDS.

**ATTACHMENT III
PROPOSING FIRM REFERENCES**

List below six (6) references for services performed within the last five years, which are similar to the scope of work to be performed under this contract.

REFERENCE 1

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates 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

Brief Description of Service Provided:

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

REFERENCE 4

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

REFERENCE 5

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

REFERENCE 6

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

Please provide a statement of explanation if no references are available:

**ATTACHMENT IV
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 initial one of the following three paragraphs and complete the certification below:

1. _____
 Initials We do not currently have, or we 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, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION

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. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<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>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1, # 2, or # 3 INITIALED AND THE CERTIFICATION SIGNED.

ATTACHMENT V

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

Generative Artificial Intelligence (GenAI) Disclosure

Bidder/Offeree Information		
Solicitation/Contract number		Bidder ID/Vendor ID (optional)
Business Name		Business Telephone Number
Address		City/State/Zip
Description of purchase or service		
Does the purchase or service include GenAI? ☐ Yes ☐ No (If no, skip to the signature section of the form.)		
GenAI Description		
1. What is the application and/or product name?		
2. What is the model and version of the product?		
3. What is the license tier of the GenAI product, if applicable (free, enterprise, platinum, etc.)?		
4. How is the GenAI solution delivered: IaaS, PaaS, SaaS, or will it be deployed on-premises?		
Approval		
By signing this document, I have identified and reported any GenAI use in the performance of this contract.		
Name	Signature	Date

ATTACHMENT VI

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

BIDDER CERTIFICATION OF DVBE PARTICIPATION

DWR is firmly committed to meeting or exceeding the State's minimum annual DVBE participation goal of three percent (3.0%) of total reportable procurements (Public Contract Code (PCC) Section 10115, Military and Veterans Code (MVC) 999 and California Code of Regulations (CCR) Title 2, Section 1896.7).

The Bidder Certification of DVBE Participation form (DWR 9526) must be signed by representatives of the Bidder's firm and of the DVBE Subcontractor's firm, who have legal authority to execute binding agreements.

A copy of the current and valid certification from the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise, must be included for each DVBE firm, from the Cal eProcure website below:
<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>

SECTION 1 - DVBE PARTICIPATION PROGRAM (Check mark one box)			
☐ DVBE Program participation <u>is required</u> in solicitation.		☐ DVBE Program participation <u>is not required</u> in solicitation.	
SECTION 2 - BIDDER'S INFORMATION			
FIRM NAME			
FIRM CONTACT NAME			
STREET ADDRESS			
CITY	STATE	ZIP CODE	
TELEPHONE	EMAIL		
CERTIFICATION TYPE(S)	Check <u>all</u> that apply: ☐ SB ☐ MB ☐ SB-PW ☐ DVBE OSDS #		
SECTION 3 - DESCRIBE THE SERVICES OR COMMODITIES TO BE PROVIDED BY THE DVBE BIDDER, OR THE DVBE SUBCONTRACTOR WHO IS IDENTIFIED IN SECTION 5.			
SECTION 4 - IDENTIFY BIDDER'S DVBE PARTICIPATION COMMITMENT (Check mark one box)			
☐ OPTION A: COMMITTED a minimum of 100.0% - Bidder is a CA-certified DVBE firm and <u>is not</u> subcontracting to a CA-certified DVBE firm.			
☐ OPTION B: COMMITTED a minimum of 100.0% - Bidder is a CA-certified DVBE firm and <u>is</u> subcontracting to a CA-certified DVBE firm.			
☐ OPTION C: COMMITTED a minimum of 3.0% to one DVBE subcontractor listed in Section 5, <u> </u> % (fill in amount).			
☐ OPTION D: COMMITTED a combined total of <u> </u> % (fill in amount) to multiple DVBE subcontractors which includes The percentage to the DVBE subcontractor listed in Section, <u> </u> % (fill in amount). A separate DWR 9526 is required for each CA-certified DVBE subcontractor to which Bidder is making a commitment.			
(*) Bidder, if awarded the contract, is committed to paying the above stated percentage of the total contract amount (including contract amendments) to the DVBE subcontractor declared on this form.			
Printed Name of Bidder's Authorized Representative		Signature of Bidder's Authorized Representative	Date
SECTION 5 - DVBE SUBCONTRACTOR'S INFORMATION (Complete this section if you selected Options C or D above.)			
FIRM NAME			
FIRM CONTACT NAME			
STREET ADDRESS			
CITY	STATE	ZIP CODE	
TELEPHONE	EMAIL		
CERTIFICATION TYPE(S)	Check <u>all</u> that apply: ☐ SB ☐ MB ☐ SB-PW ☐ DVBE OSDS #		
Printed Name of DVBE's Authorized Representative		Signature of DVBE's Authorized Representative	Date

ATTACHMENT VII

[Link to form DGS PD 843](#)

- Select and use for titled "Disabled Veterans Business Enterprise Declarations" – 1 page

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION		
DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS		
DGS PD 843 (Rev. 9/2019) Formerly STD. 843		
Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.		
SECTION 1		
Name of certified DVBE: _____	DVBE Ref. Number: _____	
Description (materials/supplies/services/equipment proposed): _____		
Solicitation/Contract Number: _____	SCPRS Ref. Number: _____	
(FOR STATE USE ONLY)		
SECTION 2		
APPLIES TO ALL DVBEs. Check only <u>one</u> box in Section 2 and provide original signatures.		
☐ I (we) declare that the <u>DVBE is not a broker or agent</u> , as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.		
☐ Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the <u>DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s)</u> . (Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall <u>not</u> be credited toward the 3-percent DVBE participation goal.)		
All DV owners and managers of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):		
_____ (Printed Name of DV Owner/Manager)	_____ (Signature of DV Owner/Manager)	_____ (Date Signed)
_____ (Printed Name of DV Owner/Manager)	_____ (Signature of DV Owner/Manager)	_____ (Date Signed)
Firm/Principal for whom the DVBE is acting as a broker or agent: _____ (If more than one firm, list on extra sheets.) (Print or Type Name)		
Firm/Principal Phone: _____ Address: _____		
SECTION 3		
APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.		
☐ Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.		
☐ The undersigned owner(s) <u>own(s) at least 51% of the quantity and value of each piece of equipment</u> that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in <i>Military and Veterans Code 999.2, subsections (c) and (g)</i> . Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in <i>Military and Veterans Code 999.2, subsections (c) and (g)</i> , will result in the DVBE being deemed an equipment broker.		
Disabled Veteran Owner(s) of the DVBE (attach additional pages with signature blocks for each person to sign):		
_____ (Printed Name)	_____ (Signature)	_____ (Date Signed)
_____ (Address of Owner)	_____ (Telephone)	_____ (Tax Identification Number of Owner)
Disabled Veteran Manager(s) of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):		
_____ (Printed Name of DV Manager)	_____ (Signature of DV Manager)	_____ (Date Signed)
Page ____ of ____		

ATTACHMENT VIII

[Link to form DGS PD 05-105](#)

- Select and use form titled "Bidder Declaration (Written)" – 2 pages

State of California—Department of General Services, Procurement Division GSPD-05-105 (REV 08/09)		Solicitation Number _____																													
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 ☐ 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): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: x-small;">Subcontractor Name, Contact Person, Phone Number & Fax Number</th> <th style="font-size: x-small;">Subcontractor Address & Email Address</th> <th style="font-size: x-small;">CA Certification (MB, SB, NVSA, DVBE or None)</th> <th style="font-size: x-small;">Work performed or goods provided for this contract</th> <th style="font-size: x-small;">Corresponding % of bid price</th> <th style="font-size: x-small;">Good Standing?</th> <th style="font-size: x-small;">51% Rental?</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>				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?						☐	☐						☐	☐						☐	☐
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?																									
					☐	☐																									
					☐	☐																									
					☐	☐																									
CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct. Page _____ of _____																															
State of California—Department of General Services, Procurement Division GSPD-05-105 (REV 08/09) Instructions																															
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) • Nonprofit Veteran Service Agency (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, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses. 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. (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, NVSA, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on this website (www.eppocare.pd.dgs.ca.gov). 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, NVSA, and/or DVBE status 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.																													
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.																															
Read the certification at the bottom of the page and complete the "Page ____ of ____" accordingly.																															

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

DEPARTMENT OF GENERAL SERVICES
OFFICE OF LEGAL SERVICES

ATTACHMENT IX

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 of 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

SAMPLE CONTRACT

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C*	General Terms and Conditions	
*		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHERE OF THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

CONTRACTING AGENCY ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (if Applicable)

EXHIBIT A SCOPE OF WORK

1. INTRODUCTION

Contractor agrees to provide to the State of California, Department of Water Resources (DWR) Digital Output and Finishing Services as described herein.

The Contractor will furnish all labor, materials, equipment and facilities to provide digital output and finishing services for DWR, as required in accordance with the specifications delineated in the Scope of Work and pursuant to work assignments by DWR. These services are necessary to create visual presentation materials that increase the effectiveness of the Department's water education goals, and to meet the needs of the Governor's Office, Natural Resources Agency, and our interagency clients.

2. LOCATION OF SERVICES

The Contractor services facility must be located within thirty (30) miles of DWR Headquarters.

The Services shall be performed at: Contractor's Facility

3. CONTRACT MANAGERS

The Contract Managers during the term of this agreement will be:

Department of Water Resources
Name:
Phone:
Email:

Contractor
Name:
Phone:
Email:

The Contract Managers may be changed by written notice to the other party.

4. CONTRACTOR'S TASKS AND RESPONSIBILITIES

The Contractor will provide output services from a variety of software applications and computer platforms (operating systems) used by DWR. The Contractor will not assess any additional charges for converting files from newer, most recent, or older software applications and versions or between various software applications prior to providing output services. Computer platforms (operating systems) include Macintosh OSX Tahoe 26.3 and newer, Microsoft Windows 11 software applications include the most recently released versions of the following:

Adobe Acrobat Pro
Adobe Illustrator
Microsoft PowerPoint

Adobe Photoshop
Adobe InDesign

The Contractor must maintain a clean and dust free work environment to prevent dust-related image/product degradation. In addition, the Contractor must maintain a File Transfer Protocol (FTP) site allowing for the transfer of files.

The Contractor will provide the following services in-house:

A. OUTPUT SERVICES

1. The Contractor will provide color plotter output on presentation bond-in sizes up to 52 inches wide and 148 inches long.
2. The Contractor will provide direct-to-surface color plotting (minimum 6-color inkjet printing) on a variety of materials in sizes up to 60 inches wide, 120 inches long, and up to 1 inch thick, from digital files.
3. From digital file, the Contractor will provide color laser copies up to 12 inches by 18 inches from digital file.
4. From reflective art, the Contractor will provide color copies up to 12 inches by 18 inches.
5. Output for pull-up banners

B. FINISHING SERVICES

1. The Contractor will mount product onto Foamboard, Gatorboard, Sintra, Dibond, and Plexiglass up to 60 inches wide.
2. The Contractor will provide large format, hot and cold laminating services (up to 60 inches wide), including surface lamination and encapsulation.
3. The Contractor will provide custom cutting and routing from PostScript files, on Foamboard, Gatorboard, and Sintra up to 60 inches wide by 120 inches long.
4. The Contractor will provide custom fabrication as required by DWR.
5. Hardware for banner stands.

5. CONTRACTOR'S DELIVERABLES

A. TIME FACTORS

The Contractor's daily hours of operation, during which they are open for business, must coincide with DWR's daily work hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, excluding holidays. All services must be completed within 16 business hours, unless prior arrangements are made with the Supervisor of the Graphic Design Section or their designee. Time frame includes pickup from and delivery to DWR's Headquarters at 715 P Street, Sacramento, California 95814 at no additional charge to DWR. Compliance with this requirement will be calculated from the time the order is placed for the service request until the time the product is received by DWR.

B. ORDERING SERVICES

When services are required, DWR staff will work directly with the Contractor to develop the work plan, budget, and deadline of the project.

DWR will assign a Job Number to the project. The Contractor must not begin work or provide services for any project until the associated Job Number or an "approval to proceed" email has been received from an authorized requestor. The Contractor will not be entitled to any compensation for work performed without an authorized Job Number.

The Contractor **must verify** that the individual requesting services is one of the authorized requestors of the contract as identified in Item C. AUTHORIZED REQUESTORS. The Contractor agrees not to accept any service order that does not include all the information required or exceeds the value of the contract.

C. AUTHORIZED REQUESTORS

The Contractor agrees not to accept any requests for services from any individuals not listed below for charges to this contract.

Jennifer Segur, Creative Services Manager
Asif Ali, Graphic Designer
Carly Cornejo, Graphic Designer
Carmen Rodriguez, Graphic Designer
Mark McCourt, Graphic Designer
Melisa Weil, Graphic Designer
Scott Olling, Graphic Designer
Chris Sanchez, Graphic Artist
Renato Consolini, Exhibit Designer
Kari Carroll, Public Affairs Administration
Ken James, Photography Supervisor

The Contractor will be notified in writing of any changes to this list during the duration of this agreement. DWR reserves the right to make additions, deletions, and/or substitutions to the list of authorized users by way of a memo signed by the Creative Services Branch Chief in lieu of an official amendment to the contract.

D. DELIVERY SERVICE AND SERVICE LOCATIONS

The Contractor will provide pickup and delivery services at no additional charge to the following location:

DWR Headquarters
(California Natural Resources Building)
715 P Street
Sacramento, CA 95814

All materials picked up from and delivered/couriered to DWR by the Contractor must be appropriately packaged to prevent damage such as bending, folding, and/or breaking.

E. SHIPPING

All materials shipped via commercial delivery service to a location other than DWR's headquarters, must be appropriately packaged to prevent damage such as bending, folding, and/or breaking. The shipping cost will be itemized in the Contractor's invoice.

6. ACCEPTANCE CRITERIA

The Quality Sample bid submission will establish a standard for the level of quality services and materials expected throughout the term of this contract.

All services provided must be of the highest standard for professional quality work as is customary within the graphic design industry. Acceptable quality shall include proper contrast, density, and color balance. Unacceptable quality shall include inaccurate registration, warping, air bubbles, hickies, cracking, poor trimming, banding, uneven ink distribution, poor color match from sample provided, and dust-related image degradation.

DWR reserves the right to make a quality judgment on the services and materials provided by the Contractor. The determination of whether materials and/or services are satisfactory shall be made by

the Supervisor of the Graphic Design Section or their designee. In disputes regarding quality, emphasis will be weighted toward the extent to which technical standards were achieved, written instructions were followed, and/or "approval to proceed" documents were approved.

DWR reserves the right to reject any unacceptable product or service at no cost to DWR. Unacceptable products or services must be redone and returned to DWR within eight (8) business hours (not including weekends or legal holidays). The Contractor must also pay for all charges relating to the unacceptable product or service such as materials, labor, and pick-up/delivery/shipping.

The Contractor must designate a senior staff member to contact regarding quality control, timeliness of jobs, and billings. The frequency of unacceptable work performed must be no greater than 5 percent of the work completed, or the contract may be terminated for cause per Exhibit D, Special Terms and Conditions for Department of Water Resources. All originals provided by DWR must be returned in the same condition as when they were received by the Contractor.

7. ACCESS TO MATERIALS

No unauthorized person, or persons, will have access to materials furnished to the Contractor by DWR unless authorized by the Creative Services Branch Chief, the Supervisor of the Graphic Design Section, or their designee.

8. OWNERSHIP PROVISIONS

The Contractor agrees that all work performed or furnished under this contract including final artwork, computer generated images, graphics, static and/or hands-on displays, digital files, drawings, illustrations, mechanicals, logos, exhibit and display design will become the sole property of the State of California. Upon delivery by the Contractor, DWR shall become the sole owner of all materials or products provided under this agreement and shall be entitled to all rights of ownership including, unlimited use of such materials and products. The Contractor agrees to relinquish the right to copyright any material supplied or used in this agreement or assert any form of ownership.

Should the Contractor deliver a product encumbered by copyright or claim of ownership, the Contractor will be considered in breach of the contract; the product deemed unfit for its intended purpose; and the State will be under no obligation to pay for services rendered or expenses incurred by the Contractor in the performance of this agreement.

9. FAILURE TO PERFORM

In the event the Contractor is unable to perform commissioned services because of problems relating to quality, quantity, delivery schedule, or for any other reason, the Contractor must immediately notify the DWR Authorized Requestor, specific instructions will then be issued to the Contractor.

Violations of the specifications for failure to perform will constitute a breach of this contract and be a cause for termination.

In the event the Contractor is unable to perform services following the quality standards as outlined in Item 6, Acceptance Criteria, DWR reserves the right to obtain services outside the terms of this agreement at its discretion.

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS
PRIVATE ENTITIES**

C. INVOICING AND PAYMENT

Contractor shall submit three copies of the invoice to the State only after receiving written notice of satisfactory completion or acceptance of work by the DWR Contract Manager. **The State will not accept an invoice for work that has not been approved and will return the invoice as a disputed invoice to the Contractor.**

Itemized invoices shall be submitted no more often than monthly, in arrears, bearing the contract number. Small business contractors must identify their certified small business status on the invoice.

Contractor must submit three copies of each invoice to the following address in order to expedite approval and payment:

DWR Accounting Office
Contracts Payable Unit
P.O. Box 942836
Sacramento, California 94236-0001

Undisputed invoices shall be **paid** within 45 days of the date received by the DWR Accounting Office.

D. 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 Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this 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 Contractor to reflect the reduced amount.

E. PROMPT PAYMENT CLAUSE

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

**EXHIBIT C
GENERAL TERMS AND CONDITIONS**

This is a placeholder page.

Under the State of California's standardized contract process, a hardcopy of Exhibit C is not included in the standard agreement package or in this solicitation document. As indicated on the Std. 213, a copy of Exhibit C can be found at the internet site: [GTC 02/2025](#)

Or, you may copy and paste the following text for the GTC listing from the DGS website:

<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, please contact the Bid Administrator below to receive a copy:

Annie Cho
(916) 902-6108

**EXHIBIT D – Special Terms and Conditions for
Department of Water Resources
(Standard Payable)**

1. **EXCISE TAX:** The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages.
2. **RESOLUTION OF DISPUTES:** In the event of a dispute, Contractor shall file a "Notice of Dispute" with the Director or the Director's Designee within ten (10) days of discovery of the problem. The State and Contractor shall then attempt to negotiate a resolution of such claim and, if appropriate, process an amendment to implement the terms of any such resolution. If the State and Contractor are unable to resolve the dispute, the decision of the Deputy Director of Business Operations shall be final, unless appealed to a court of competent jurisdiction.

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

3. **PAYMENT RETENTION CLAUSE:** Ten percent of any progress payments that may be provided for under this contract shall be withheld per Public Contract Code Section 10346 pending satisfactory completion of all services under the contract.
4. **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.
5. **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 enforce the payment of any moneys to any subcontractor.
6. **SUBCONTRACTING:** The Contractor is responsible for any work it subcontracts. Subcontracts must include all applicable terms and conditions of this Agreement. Any subcontractors, outside associates, or consultants required by the Contractor in connection with the services covered by this Agreement shall be limited to such individuals or firms as were specifically identified in the bid or agreed to during negotiations for this Agreement, or as are specifically authorized by the Contract Manager during the performance of this Agreement. Any substitutions in, or additions to, such subcontractors, associates or consultants shall be subject to the prior written approval of the Contract Manager. Contractor warrants, represents and agrees that it and its subcontractors, employees and representatives shall at all times comply with all applicable laws, codes, rules and regulations in the performance of this Agreement. Should State determine that the work performed by a subcontractor is substantially unsatisfactory and is not in substantial accordance with the contract terms and conditions, or that the subcontractor is substantially delaying or disrupting the process of work, State may request substitution of the subcontractor.

7. RENEWAL OF CCC: Contractor shall renew the Contractor Certification Clauses or successor documents every three (3) years or as changes occur, whichever occurs sooner.
8. REPORT OF RECYCLED CONTENT CERTIFICATION: In accordance with Public Contract Code Sections 12200-12217, et seq. and 12153-12158, et seq. the contractor must complete and return the form DWR 9557, Recycled Content Certification, for each required product to the Department at the conclusion of services specified in this contract. Form DWR 9557 is attached to this Exhibit and made part of this contract by this reference.
9. TERMINATION CLAUSE: The State may terminate this contract without cause upon 30 days advance written notice. The Contractor shall be reimbursed for all reasonable expenses incurred up to the date of termination.
10. COMPUTER SOFTWARE: For contracts in which software usage is an essential element of performance under this Agreement, the Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.
11. PRIORITY HIRING CONSIDERATIONS: For contracts, other than consulting services contracts, in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the contract to qualified recipients of aid under Welfare and Institutions Code Section 11200. (Public Contract Code Section 10353).
12. EQUIPMENT RENTAL AGREEMENTS: This provision shall apply to equipment rental agreements. The State shall not be responsible for loss or damage to the rented equipment arising from causes beyond the control of the State. The State's responsibility for repairs and liability for damage or loss to such equipment is restricted to that made necessary or resulting from the negligent act or omission of the State or its officers, employees, or agents.
13. CONTRACTOR COOPERATION DURING INVESTIGATION: Contractor agrees to cooperate fully in any investigation conducted by or for DWR regarding unsatisfactory work or allegedly unlawful conduct by DWR employees or DWR contractors. The word "cooperate" includes but is not limited to, in a timely manner, making Contractor staff available for interview and Contractor records and documents available for review.
14. CONFLICT OF INTEREST:
 - a. Current and Former State Employees: Contractor should 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.
 - (1) Current State Employees: (PCC §10410)
 - (a) 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.
 - (b) 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.
 - (2) Former State Employees: (PCC §10411)
 - (a) 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.

Contract # XXXXXXXXXX
Exhibit D
Page 3 of 3

- (b) 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.

b. Penalty for Violation:

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

c. Members of Boards and Commissions:

- (a) 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))

d. Representational Conflicts of Interest:

The Contractor must disclose to the DWR Program Manager any activities by contractor or subcontractor personnel involving representation of parties, or provision of consultation services to parties, who are adversarial to DWR. DWR may immediately terminate this contract if the contractor fails to disclose the information required by this section. DWR may immediately terminate this contract if any conflicts of interest cannot be reconciled with the performance of services under this contract.

e. Financial Interest in Contracts:

Contractor should also be aware of the following provisions of Government Code §1090:

"Members of the Legislature, state, county district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity."

f. Prohibition for Consulting Services Contracts:

For consulting services contracts (see PCC §10335.5), the Contractor and any subcontractors (except for subcontractors who provide services amounting to 10 percent or less of the contract price) may not submit a bid/SOQ, or be awarded a contract, for the provision of services, procurement of goods or supplies or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of such a consulting services contract (see PCC §10365.5).

- 15. COMMERCIAL DRIVER MEAL PERIOD AND REST PERIOD: To comply with Supreme Court case *Dynamex Operations West, Inc. v. Superior Court* (2018) 4 Cal.5th 903, Contractor shall ensure that commercial drivers employed or subcontracted for under this contract shall receive meal periods and rest periods commensurate with those required by Department of Industrial Relations Wage Order 9, sections 11 and 12: <https://www.dir.ca.gov/IWC/IWCArticle9.pdf>.
- 16. ORDER OF PRECEDENCE: In the event of any inconsistency between the terms, specifications, provisions or attachments which constitute this Contract, the following order of precedence shall apply:
 - a) The General Terms and Conditions;
 - b) The Std. 213;
 - c) The Scope of Work;
 - d) Any other incorporated attachments in the Contract by reference

EXHIBIT D, ATTACHMENT 1

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

Contract #

Exhibit Attachment

Page 1 of 2

RECYCLED CONTENT CERTIFICATION

To be completed by the vendor/bidder/contractor and returned to:

DEPARTMENT OF WATER RESOURCES
Recycling Coordinator
Purchasing Services Office
715 P Street, 7th Floor, Sacramento, CA 95814
FAX: (916) 654-5506

COMPANY: _____

PERSON COMPLETING FORM: _____

DATE: _____

DESCRIPTION Please include item name, brand, and product number	% POSTCONSUMER	RECYCLED MATERIAL TYPE

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer material in the productions, materials, goods, or supplies offered or sold to the state regardless of whether the product meets the minimum content requirements specified in law (see page 2 for minimum content requirements). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A state agency may waive the certification requirements if the percentage of postconsumer material in the products, materials, good or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or manufacturer or vendor internet website.

Public Contract Code Sections 12200-12217, et seq. and 12153-12156, et seq.

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12404.

NAME OF PERSON COMPLETING FORM	TITLE	AGENCY/COMPANY

➤ _____
SIGNATURE OF PERSON COMPLETING FORM DATE

Contract #
Exhibit , Attachment
Page 2 of 2

1. Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

If the product does not fit into any of the product categories, enter "N/A". Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone.

2. Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.

Note: For reuse or refurbished products, there are no minimum content requirements.

For additional information visit State Agency Buy Recycled Campaign

Description Product Categories	Minimum Content Requirement
Paper Products – Recycled	30 percent postconsumer fiber, by fiber weight
Printing and Writing – Recycled	30 percent postconsumer fiber, by fiber weight
Compost, Co-compost, and Mulch – Recycled	80 percent recovered materials i.e., material that would otherwise be normally disposed of in a landfill
Glass – Recycled	10 percent postconsumer, by weight
Re-refined Lubricating Oil – Recycled	70 percent re-refined base oil
Plastic – Recycled	10 percent postconsumer, by weight
Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Sections 12200-12217, et seq. and 12153-12156, et seq. of the Public Contract Code.
Paint – Recycled	50 percent postconsumer paint (exceptions when 50 percent postconsumer content is not available or is restricted by a local air quality management district, then 10 percent postconsumer content may be substituted)
Antifreeze – Recycled	70 percent postconsumer material
Retreated Tires – Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
Tire – Derived – Recycled	50 percent post consumer tires
Metals – Recycled	10 percent postconsumer, by weight

EXHIBIT E ADDITIONAL PROVISIONS

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. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

GenAI Technology Use & Reporting

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new 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 Definitions for GenAI. Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which 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.

1. COPYRIGHT

All rights in copyright works created by the Contractor in the performance of work under this agreement are the property of the State.

2. CERTIFICATE OF INSURANCE

a. General Provisions Applying to All Policies

- i. 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 30 days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- ii. Policy Cancellation or Termination & Notice of Non-Renewal – Contractor shall provide to the Department, within five (5) business days following receipt by Contractor, a copy of any cancellation or non-renewal of insurance required by this contract. In the event Contractor 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.
- iii. Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.

- iv. Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
 - v. Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management – A or better and financial size category of VII or better to the latest edition of the A.M. Best Key Rating Guide. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
 - vi. 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.
 - vii. Inadequate Insurance – Inadequate or lack of insurance does not negate the Contractor's obligations under the contract.
 - viii. 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.
 - ix. Available Coverages/Limits - All coverage and limits available to the contractor shall also be available and applicable to the State.
 - x. Subcontractors - In the case of Contractor utilization of subcontractors to complete the contracted scope of work, Contractor shall include all subcontractors as insured's under Contractor and insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.
- b. Insurance Requirements:** The Contractor shall furnish to the State evidence of the following required insurance:
- i. **Commercial General Liability** – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence/\$2,000,000 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 & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include the contract number and the following additional insured designation and endorsement:

"The State of California, Department of Water Resources, its officers, agents, and employees are to be covered as additional insureds with respect to liability arising out of work or operations."

The endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
 - ii. **Workers Compensation and Employers Liability** – Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- Policy shall provide a Waiver of Subrogation endorsement in favor of the State of California and the California Department of Water Resources.**

- iii. **Automobile Liability** – Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per occurrence. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. **The State of California, Department of Water Resources, its officers, agents, and employees are to be covered as additional insureds with respect to liability arising out of work or operations.**

Subsequent renewals of the insurance certificate will be sent to the following name and address which also will appear on the certificate as the certificate holder.

Department of Water Resources
Public Affairs Office
Attn: Contract Manager

3. **FORCED, CONVICT, AND INDENTURED LABOR**

No foreign-made equipment, materials, or supplies furnished to the State pursuant to this contract may be produced in whole or in part by forced labor, convict labor, or indentured labor, or abusive forms of child labor or exploitation of children in sweatshop labor. By submitting a bid to the State or accepting a purchase order, the Contractor agrees to comply with this provision of the contract.

4. **PERMITS AND LICENSES**

The Contractor shall procure all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work.

5. **CONTRACT AMENDMENTS – DVBE PROGRAM REQUIREMENTS**

Disabled Veteran Business Enterprise (DVBE) program requirements shall be included and made a part of any subsequent contract amendment(s) when DVBE program requirements were included as part of the Department's original solicitation/contract effort. DVBE participation program goal percentage(s) committed by the contractor in the original contract are extended through the amended contract termination date and include any additionally encumbered funds that are a result of the contract amendment. The Prime Contractor's Certification – DVBE Subcontractor Report (STD 817) shall be included in all subsequent contract amendment(s). The Contractor shall be responsible for continued program compliance and reporting.

6. **CONTRACT AUDITS RELATED TO DVBE PROGRAM REQUIREMENTS**

Contractor agrees that the State or its designee will have the right to review, obtain, or copy all records pertaining to performance of the contract as performance pertains to DVBE requirements. Contractor agrees to provide the State or its representative with any relevant information requested and shall permit the State or its representative access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. Contractor further agrees to maintain such records for a period of no less than three (3) years after final payment under the contract.

7. **SUBSTITUTION OF A DVBE SUBCONTRACTOR**

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their bid or offer, per [Military and Veterans Code \(MVC\) 999.5\(g\)](#) and [California Code of Regulations \(CCR\) 1896.73](#) a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services in writing prior to the commencement of any work by another DVBE subcontractor. Changes to the scope of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

Contractor must immediately notify the Department's SB/DVBE Advocate that substitution of a DVBE subcontractor is requested and refer to [2CCR 1896.73](#) for details. Failure of Contractor to seek

substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recovery of damages under rights and remedies due the State, and penalties as outlined in [MVC 999.9](#); [Public Contract Code Section \(PCC\) 10115](#), or [PCC Section 4110](#) (applies to public works only).

8. CONTRACTOR CERTIFICATION OF PAYMENT TO SMALL BUSINESS SUBCONTRACTOR(S)

If, for this Contract, Contractor made a commitment to achieve small business participation, then Contractor upon contract close out or completion must report to the awarding department the actual percentage of small business participation that was achieved. ([Government Code § 14841](#))

Contractor's certification of payments must be made using form DWR 9683 (Small Business Subcontractor Payment Certification), Exhibit E Attachment 1. Fully complete this form with the authorized signature and submit to DWR's Contract Manager with a copy to DWR's SB/DVBE Program Manager.

9. PRIME CONTRACTOR'S CERTIFICATION – DVBE SUBCONTRACTOR REPORT STD 817

a. Std. 817 – Statutory Reporting Requirements

Upon completion of contracts that include commitments to DVBE subcontractors, the State's Prime Contractors are required to certify, under penalty of perjury, the total amount received from the State *and* the details of payments made to all DVBE subcontractors under those contracts.

Contract awarding departments are *required to withhold \$10,000* from the final payment (or the full payment if less than \$10,000) to Prime Contractors until their compliance with the certification requirements by submitting an accurate and appropriately signed Std. 817 to the awarding department. The withhold amount will be *permanently deducted* if Prime Contractors do not comply with Std. 817 requirements after given notice to cure deficiencies.

Prime Contractors are required to maintain supporting documentation for a minimum of six years for all payments to DVBE subcontractors identified in the Std. 817. Upon request, proof of payment must be provided. [[Military and Veteran Code 999.5\(d\)](#); [Government Code 14841](#); [California Code of Regulations 1896.78\(e\)](#); [Public Contract Code 10369](#)]

b. Std. 817 – Link to Download Form with Completion Instructions

<https://www.dgs.ca.gov/PD/Search-Results?search=817&divisionid=7bce8ca3ed8a4aedbdeaf52f5e77df36&activeFilters=division-or-office-facets>

c. Std. 817 – Filing Instructions

Upon completion of the contract submit one Std. 817 per contract, signed by the Prime's authorized representative, to DWR's SB/DVBE Program Manager by either option below.

1. Option #1. Email electronic signed versions of the Std. 817 to: SB.DVBE@water.ca.gov and DWR Contract Manager (contact information in Exhibit A).
2. Option #2. Mail or deliver signed hard copies of the Std. 817 to:

Department of Water Resources
Attention: SB/DVBE Program Manager
715 P St, 7th Floor, DBS #19
Sacramento, CA 94236-0001

EXHIBIT E, ATTACHMENT 1

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

Contract No.
Exhibit

SMALL BUSINESS SUBCONTRACTOR PAYMENT CERTIFICATION

Government Code §14841 states "Upon completion of an awarded contract for which a commitment to achieve small business or disabled veteran business enterprise participation goals was made, the contractor shall report to the awarding department the actual percentage of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation that was achieved."

This Small Business Subcontractor Payment Certification form (DWR 9683) must be completed and submitted to DWR once all work has been completed, and invoices have been paid under this contract.

Complete and sign a separate DWR 9683 form for each SB subcontractor and submit the form(s) in pdf format, by email, to DWR's Contract Manager identified in the Scope of Work and the SB/DVBE Program Manager at SB.DVBE@water.ca.gov

DVBE subcontractor participation information will be submitted by the Contractor on a separate form, Prime Contractor's Certification – DVBE Subcontractor Report (STD. 817).

PRIME CONTRACTOR

Company Name	Contract Number	Street Address	City	State	Zip Code

SMALL BUSINESS SUBCONTRACTOR

Company Name	Certification Type(s) (SB, SB-Micro, SB-P/W)	OSDS No.	Street Address	City	State	Zip Code

PAYMENT INFORMATION

Total Contract Amount (\$) (including amendments)	Total Dollars (\$) Paid to Prime	Total Dollars (\$) Paid to SB Subcontractor	Total Percentage (%) Committed to SB Subcontractor	Total Dollars (\$) Committed to SB Subcontractor	Explanation for Difference Between Commitment Amount and What was Paid to SB Subcontractor

PRIME CONTRACTOR - AUTHORIZED REPRESENTATIVE

Print Name	Email	Signature
Title	Phone	Date Signed