



Request for Proposal, Secondary
Assessment of Landfill Gas
Monitoring Well Viability and Its
Effect on Greenhouse Gas
Emissions
(IWM05046)

TABLE OF CONTENTS

SECTION I OVERVIEW	1
GENERAL INFORMATION.....	1
CIWMB CONTACT	1
SERVICE NEED.....	1
CONTRACT BUDGET	1
PAYMENT WITHHOLD	1
LIQUIDATED DAMAGES	1
CONTRACT TERM.....	1
PROCESS TYPE.....	1
PROCESS SCHEDULE.....	2
SECTION II RULES AND CONDITIONS	3
INTRODUCTION.....	3
COMMITMENT	3
ANTITRUST CLAIMS	3
CONTRACTOR’S COST	3
INFORMATION.....	4
ADDENDA	4
MODIFICATION OF SUBMITTALS.....	4
ERRORS IN SUBMITTALS	4
UNRELIABLE LIST	4
ELECTRONIC WASTE RECYCLING	4
USE TAX.....	4
SMALL BUSINESS (SB) PREFERENCE	5
DISABLED VETERANS BUSINESS ENTERPRISE (DVBE) PREFERENCE.....	5
SUBCONTRACTORS	5
SECTION III PROPOSAL SUBMITTAL REQUIREMENTS.....	6
INTRODUCTION.....	6
DEADLINE	6
ADDRESSING	6
NUMBER OF COPIES	6
DOCUMENT PRINTING	6
TABLE OF CONTENTS	6
SUMMARY	6
METHODOLOGY.....	6
ORGANIZATION	7
QUALIFICATIONS AND RESOURCES	7
REFERENCES.....	7
SAMPLES OF WRITTEN WORK	7
CONTRACT ELIGIBILITY	7
COVER LETTER	8
LICENSES	8
SMALL BUSINESS (SB) PARTICIPATION.....	8
DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION (DVBE)	9
ENTERPRISE ZONE ACT (EZA).....	9
TARGET AREA CONTRACT PREFERENCE ACT (TACPA).....	9
LOCAL AGENCY MILITARY BASE RECOVERY ACT (LAMBRA)	10

PROPOSER’S CONFERENCE PARTICIPATION	10
CONTRACTOR STATUS FORM	10
SECTION IV COST PROPOSAL SUBMITTAL.....	11
EVALUATION	11
COST BREAKDOWN	11
COST POINTS	11
TRAVEL AND PER DIEM	12
SECTION V EVALUATION AND SELECTION.....	13
INTRODUCTION.....	13
SELECTION PROCESS.....	13
ORAL INTERVIEWS	13
GROUND FOR REJECTION.....	13
AWARD OF AGREEMENT	13
NOTICE OF INTENT TO AWARD.....	13
REJECTION OF AWARD.....	14
PROPOSER NOTIFICATIONS.....	14
PROTEST OF AWARD	14
SECTION VI DESCRIPTION OF WORK.....	15
WORK TO BE PERFORMED	15
TASKS.....	15
EQUIPMENT PURCHASE REQUIREMENTS	17
CONTROL OF WORK.....	17
SECTION VII DEFINITION AND TERMS	18
GENERAL	18
ABBREVIATIONS	18
AGREEMENT	18
BOARD.....	18
BOARD STAFF	18
CAL EPA	18
CIWMB.....	18
CONSULTANT	18
CONTRACT.....	18
CONTRACT MANAGER	18
CONTRACTOR.....	19
DIRECTOR.....	19
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE CERTIFIED)	19
LEGAL HOLIDAYS.....	19
PROGRAM MANAGER.....	19
SCOPE OF WORK	19
SMALL BUSINESS (CERTIFIED)	19
STATE.....	19
STATE CONTRACT LAW	19
SUBCONTRACTOR	19

ATTACHMENTS.....

COST PROPOSAL SHEET

PROPOSAL SCORING SHEET

SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISES (DVBE) PARTICIPATION SUMMARY

DEMONSTRATION OF GOOD FAITH EFFORTS.....

RECYCLED CONTENT CERTIFICATION.....

COMPLETION CHECKLIST.....

CONTRACTOR STATUS FORM

CLIENT REFERENCES

SECTION I**OVERVIEW**

General Information	<p>The California Integrated Waste Management Board (CIWMB) promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.</p>
CIWMB Contact	<p>California Integrated Waste Management Board 1001 I Street, Contracts Unit, MS-07 Sacramento, CA 95812 Phone: (916) 341-6105 FAX: (916) 319-7582 EMAIL: contracts@ciwmb.ca.gov</p>
Service Need	<p>The purpose of this contract is to examine the viability of existing landfill gas perimeter monitoring probes and then, based on the functionality determination results, to assess any potential effects on California Energy Commission greenhouse gas (GHG) emission models for landfills.</p>
Contract Budget	<p>Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$155,000.00 (One hundred fifty five thousand dollars and zero cents).</p> <p>The CIWMB reserves the right to amend the budget for this Agreement as needs arise.</p>
Payment Withhold	<p>The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task.</p> <p>The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of the CIWMB.</p>
Liquidated Damages	<p>The selected contractor, to receive award of this agreement, will be subject to a performance penalty if required deliverables are not submitted by the due date outlined in the Scope of Work.</p> <p>The penalty will be equivalent to five percent (5%) of the budgeted amount for each task not completed in the required timeframe.</p>
Contract Term	<p>The term of this Agreement will span approximately 24 months and is expected to begin in June 2006.</p> <p>The CIWMB reserves the right to amend the term of this Agreement as needs arise.</p>
Process Type	<p>Request for Proposal (RFP), Secondary Method.</p>

OVERVIEW CONT.

Process Schedule

This process will be conducted according to the following tentative schedule:

Advertisement Date	February 27, 2006
Proposer's Conference at 10:00 am	March 9, 2006
Written Questions Due by 5:00 pm	March 10, 2006
Submittal's Due by 2:00 pm	April 7, 2006
Oral Interviews, if required	April 26-27, 2006
Post Notice of Intent to Award	April 28, 2006

SECTION II**RULES AND CONDITIONS**

Introduction

There are conditions that this RFP, submitting Proposers, proposals and resulting Agreements are subject to and/or required to comply with.

Commitment

Upon submittal of a Proposal, the Contractor has committed to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions contained in this RFP
- Special Terms and Conditions available for viewing at www.ciwmb.ca.gov/contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses available for viewing at www.ols.dgs.ca.gov/Standard+Language.

If the proposer fails to meet any of the requirements or comply with the CIWMB requests, the CIWMB can reject, disqualify, or remove the firm from the process.

The CIWMB is not committed to award an Agreement resulting from this RFP.

Antitrust Claims

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from the contractor's participation in the RFP process are at the firm's expense.

No costs incurred by the contractor participating in the RFP process will be reimbursed by the CIWMB.

RULES AND CONDITIONS CONT.

Information

All information obtained or produced during the course of the Agreement will be made available to the CIWMB.

Any information that the proposer deems confidential, must so be marked prior to submission to the CIWMB.

The CIWMB will hold information deemed confidential by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

Questions regarding this RFP, including those related to terms and conditions referenced in Commitments above, must be submitted in writing to the address as shown in Section I, CIWMB Contact by the deadline for submission of written questions as shown in Section I, Process Schedule. Any questions not received by the deadline will be deemed waived and cannot be brought up at a later time.

Addenda

The CIWMB reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

A Proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

Unreliable List

Any contractor or subcontractor currently on the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

RULES AND CONDITIONS CONT.

Small Business (SB) Preference

Any Proposer competing in this process as a California Certified Small Business, or as a non-SB that certifies to subcontract at least twenty-five percent of the total bid amount to a certified SB, will receive a five percent (5%) preference. A proposer meeting this requirement will have its points increased by 5% of the total points awarded to the highest scored non small business bidder.

A copy of the Proposer's and/or Subcontractor's certification should be included with the proposal package.

Disabled Veterans Business Enterprise (DVBE) Preference

Any Proposer competing in this process as a California Certified Disabled Veterans Business Enterprise (DVBE), or as a non-DVBE that certifies to subcontract at least three (3%) percent of the total contract amount to a certified DVBE will receive a preference based on the percentage of the total bid to be contracted to DVBEs. A proposer meeting this requirement will have its points increased by a % of the total points awarded to the highest scored non DVBE bidder.

A copy of the Proposer's and/or Subcontractor's certification should be included with the proposal package.

Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the agreement, the contractor **must** use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

The CIWMB reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

SECTION III**PROPOSAL SUBMITTAL REQUIREMENTS**

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

The CIWMB may reject any Proposal if it is conditional, incomplete or contains irregularities.

The CIWMB may waive an immaterial deviation in a Proposal, if deemed in the best interest of the CIWMB.

Deadline

The proposal package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on April 7, 2006.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

Addressing

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

Number of Copies

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- Three bound hard-copies marked "Copy"
- One electronic copy of the entire Proposal (including samples of written work) on disc or compact disc viewable by Adobe Acrobat Reader

It is the submitting Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by the CIWMB.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 30% post-consumer recycled content fiber.

Table of Contents

The information must be organized as presented with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

Methodology

Provide a narrative of the methods to be employed by the contractor to accomplish the project objectives. This narrative will be the basis for the Work Plan as described in Section VI Description of Work (see Task A). The Work Plan will not deviate from this narrative except:

- 1) in the event that an unforeseen condition or event interferes with completion of any work or tasks which may require a modification in the Work Plan or
- 2) to provide more detail as deemed necessary by the CIWMB Contract Manager, including but not limited to project schedule, a site specific injury and illness prevention plan, and any other required documents.

These methods must have sufficient detail to allow the CIWMB to evaluate those methods.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
 - History
 - Location
 - Any known conflicts of interest
-

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

The prospective contractor must either have or retain a registered engineer who will personally supervise all project activities, act as primary contract contact person for the project manager, sign off on all quality assurance and quality control procedures, sign off on all data compilation sets, and sign all final reports. This registered engineer as well as the contract firm must have significant technical experience in landfill gas monitoring and compliance activities. The contractor must have the technical expertise and computer capability to work with, and potentially recommend modifications to, the California Energy Commission GHG emission models for landfills based on the results of the landfill gas monitoring well viability study. The prospective contractor must also have extensive experience in producing the highest quality technical reports utilizing the highest quality graphic techniques. Any electronic documents to be submitted under this contract must be in Windows Format or must utilize Microsoft Office 2003 or compatible software.

Each proposal must include a description of the resources to be used on the project while demonstrating an individual or team members abilities to perform the work. The proposals must include resumes for the Program Manager, Personnel and Subcontractors, that include:

- Experience
 - Knowledge
 - Educational Background
 - Appropriate licensing
 - Tasks to be performed and number of hours
-

References

The Proposer's team must provide a minimum of three (3) verifiable references and/or experience.

The CIWMB reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Samples of Written Work

The Proposer's team must include a copy of at least one verifiable written work that is similar in nature to the proposed project and deliverables. In particular a technical report prepared by the Proposer's team must be submitted as a sample.

Contract Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Cover Letter

A cover letter must be included with the Proposal package and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be provided on the business letterhead and must contain the following information:

1. Name and address of Proposer;
 2. Name, telephone number, fax number and e-mail address of a contact person; and
 3. Name, title, address, telephone number, fax number and e-mail address of the individual(s) with authority to execute a binding contract on behalf of the Proposer.
-

Licenses

A copy of Proposer's County issued business license (if applicable) and license from the State Board of Licensing (see California Business and Professions Code Division 3) with an expiration date, must be included with the Proposal submittal.

Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California Certified SB that performs a commercially useful function. The Department of General Service's Office of Small Business and DVBE Services (OSDC) offers a wealth of information to assist proposers in meeting these contract requirements. The OSDC internet homepage is located at www.pd.dgs.ca.gov/smbus/default.htm. OSDC contact information is available at www.pd.dgs.ca.gov/smbus/contact.htm.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified SB, as defined in Section V, Definitions and Terms, the SB/DVBE Participation Summary must be completed and submitted with the proposal.
 - If the Proposer has identified subcontractors to be utilized to meet this goal, the SB/DVBE Participation Summary must be completed and submitted with the proposal.
 - If the Proposer has made a good faith effort to meet these goals and has been unable to secure a Certified SB, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Disabled Veteran Business Enterprise Participation (DVBE)

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California Certified DVBE that performs a commercially useful function. The Department of General Service's Office of Small Business and DVBE Services (OSDC) offers a wealth of information to assist bidders/proposers in meeting these contract requirements. The OSDC internet homepage is located at www.pd.dgs.ca.gov/smbus/default.htm. OSDC contact information is available at www.pd.dgs.ca.gov/smbus/contact.htm.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified DVBE, as defined in Section V, Definitions and Terms, the SB/DVBE Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the SB/DVBE Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified DVBE, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Proposer is qualified for this preference, the EZA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

**Local Agency Military
Base Recovery Act
(LAMBRA)**

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Proposer is qualified for this preference, the LAMBRA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at www.ciwmb.ca.gov/contracts/forms.

**Proposer's
Conference
Participation**

Attendance at the Proposers' Conference is optional. All questions and answers arising out of the conference will be made available on the CIWMB website as an Addendum to the RFP.

**Contractor Status
Form**

Proposer must complete and submit the Contractor Status Form, Attachment G

SECTION IV**COST PROPOSAL SUBMITTAL**

Evaluation

The Contractors cost proposal submittal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. The Cost Proposal Sheet will become part of the Work Plan as described in Section VI Description of Work (see Task A). When providing a cost for Task A, Proposers are not to include costs for preparation of the Methodology and Cost Proposal Sheet as these will have already been prepared as part of the Proposal.

For Task B, the contractor must figure in the cost of accessing each of the 240 monitoring probes (12 per landfill) by the bore-hole monitor. When preparing the cost for Task B, assume that 60% of the probes will need to be replaced (include cost for glue, probe, labor, etc.).

Travel costs must be computed using the rates as shown below. Actual locations for Task B will be identified in an Addendum to this RFP which will be released at least two weeks prior to the submittal deadline.

SB and DVBE commitments must be identified by task and dollar amount and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.

Cost Points

Cost points account for 30% of the total points available (see Item 5 of Attachment B, Proposal Scoring Sheet). Proposers will be awarded Cost Points based on the Grand Total from the Cost Proposal Sheet using the following formula:

Lowest cost proposal is awarded the maximum cost points.

Other proposals are awarded cost points based on the following calculation:

Lowest Proposer's Cost = (factor) X maximum cost points = cost points for other proposer.

EXAMPLE

Numbers to be used in determining cost points

Lowest cost proposal = \$10

Other cost proposal = \$12

30 cost points available

factor (referenced above) = $\$10 \div \$12 = .83$

Cost Points Calculation for Other cost proposal

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

COST PROPOSAL SUBMITTAL (CONT.)

Travel and Per Diem Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract.

- Lodging – actual expense up to a maximum of \$84 per day
- Meals (breakfast up to \$6, lunch up to \$10 and dinner up to \$18) – actual expense up to a maximum of \$34 per day
- Incidentals – actual expense up to a maximum of \$6 per day.
- Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.

For trips less than 24 hours in length, lunch will not be reimbursed, and the following conditions must be met for reimbursement of breakfast or dinner:

Travel time must begin at/before 6:00 a.m. and end at/after 9:00 a.m.	Breakfast (actual expense up to \$6.00)
Travel begins at/before 4:00 p.m. and ends at/after 7:00 p.m.	Dinner (actual expense up to \$18.00)

SECTION V**EVALUATION AND SELECTION**

Introduction

The CIWMB will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further competition.

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

Oral Interviews

If oral interviews will be conducted as part of this process, the date of said interviews will be within the timeframe identified in Section I, Schedule. The oral interviews are for clarifying purposes only and will not be scored.

All Proposers invited for an interview, will be notified by the CIWMB of the specific date and time of the interview.

Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.

Grounds for Rejection

All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Agreement

Award of this Agreement will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, the CIWMB may utilize a tie breaker to determine the winning Proposer.

The CIWMB reserves the right to not award an Agreement.

Notice of Intent to Award

The CIWMB will post a notice of intent to award this Agreement five (5) working days prior to the award being made.

Notice of the intent to award will be posted on the CIWMB's website at www.ciwmb.ca.gov/contracts and at the headquarters building noted in Section I.

EVALUATION AND SELECTION CONT.

Rejection of Award If the Proposer fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, the CIWMB may deem that the Proposer has rejected the award.

The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next highest ranked Proposer.

Proposer Notifications The CIWMB will notify all Proposers of the outcome of their proposal submittals via e-mail, prior to the intent to award posting.

Protest of Award A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed within the five (5) day period of the notice of intent to award timeframe.

Within five (5) days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn; Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

California Integrated Waste Management Board
Attn; Contracts Unit
1001 I Street, MS-7
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@ciwmb.ca.gov

Work to be Performed All work under this contract shall be completed in accordance with a Work Plan and a Sampling and Analysis Plan approved by the Board's Contract Manager. Site monitoring well locations will be selected and histories will be prepared by Board staff, as well as instructions included in any Work Orders issued under the contract. The Contractor may be required to perform trenching and /or excavations on an as-needed basis during the contract period on any one of the proposed twenty sites for this investigation. The twenty sites to be used for investigation as part of this contract will all be located in California. Ten of the 20 sites will be located in Los Angeles, Orange, and San Diego Counties. Seven of the sites shall be located in the Central Valley and the remaining three in the San Francisco Bay Area. A minimum of 12 landfill gas monitoring probes in at least four monitoring wells must be bore videoed, monitored, and evaluated at each of the 20 sites. [The 20 sites will be identified in an Addendum to the RFP which will be released at least two weeks prior to the submittal deadline]

Tasks All work and tasks under this contract will be performed in accordance with the approved Work Plan. The Contractor shall immediately notify the Contract Manager of any condition or event that may interfere with completion of any work or tasks or which may require a modification in the Work Plan. The Contract Manager will, in a reasonable time, provide written direction to the Contractor clarifying any required adjustment to the Work Plan. Any unauthorized modification of the Work Plan, work in excess of that provided for in the Work Plan, or changes and additions not authorized in writing by Contract Manager, will not be considered for compensation.

The major tasks to conduct the investigation include:

A. Work plan

Prepare a work plan to be approved by the Contract Manager. The work plan shall contain timelines for completing all tasks. The Work Plan shall include, but is not limited to, all project work elements, a project schedule, a cost estimate in total and by work element, a site specific injury and illness prevention plan, and any other required documents. The work plan shall show how the contractor will implement tasks B through E. In conjunction with the work plan the contractor shall prepare a Sampling and Analysis Plan to be approved by the Contract Manager.

DESCRIPTION OF WORK (CONT.)

Tasks (Cont.)

B. At each probe and/or well

1. Monitor visually (and record on CD or other removable media) the interior of each of the 240 study probes using a video borescope. At the same time the probe depth will be recorded as well as the depth of any remarkable probe feature. [It will be necessary to open the top of each of the 240 probes for access by a video bore monitor. Some probes will have tops (valves, caps, etc.) that can be screwed off or otherwise removed without damaging the probe. Other probes (approximately 60%) will have tops that will have to be cut off and/or that will be damaged by removal of the top. The contractor must have the materials and capability to restore these probes to at least the equivalent functionality of their condition on the day they are accessed.]
2. Monitor each probe, using calibrated instruments, for the presence of Methane (CH₄), Carbon Dioxide (CO₂), Oxygen (O₂), Hydrogen Sulfide (H₂S), Carbon Monoxide (CO), and well pressure.
3. Observe, photograph, record visual conditions, and verify well identification at each monitoring well.
4. Record ambient conditions including atmospheric condition, temperature, and wind speed.
5. Perform a pressure integrity test at each probe.
6. Perform a surface sweep utilizing a calibrated Photo Ionization detector in a five foot radius around each monitoring well.
7. Evaluate subsurface geological conditions at each monitoring well.
8. Perform trenching, drilling, and/or other activities for subsurface exploration in support of the evaluation of subsurface conditions at each monitoring well by a Professional Geologist.
9. Record and evaluate all monitoring and testing results.

C. Record and Evaluate

The following should be evaluated for each monitoring probe/well used during the investigation:

1. Probe monitoring history
2. Probes and wells construction plans including "as-builts" if available.

D. Quality Assurance / Quality Control

Prepare and follow an overall project quality assurance and control plan and use, for quality control purposes, the same kind of instruments as the CIWMB uses. For example, the probe monitoring instrument should be a calibrated Landtec GEM 2000.

E. Reports:

Project reports shall be prepared with appropriate graphs and charts depicting all data and results obtained during the investigations and with all study data properly included in appendices. Project reports shall include:

1. Formal report drawing conclusions on landfill gas well viability based on all field data and well/probe history.
2. Formal report tying the viability of the wells/probes to greenhouse gas emissions and providing data to assist the California Energy Commission in refining its greenhouse gas emission models for landfills.

DESCRIPTION OF WORK (CONT.)

Tasks (Cont.)

F. EQUIPMENT:

The title of any equipment purchased as part of this contract will vest in the state.

The contractor shall purchase the following type of equipment for visual inspection of each of the 250 landfill gas monitoring probes:

A field portable bore hole monitoring unit with 8.0-8.5mm insertion tube diameter, 100ft working length, at least 50 watt ring light source, and 8.0-8.5mm optic tip with 75-90 degree field of view and 15mm to at least 400mm depth of focus.

On termination of the contract, such equipment will be returned to the state with costs incurred for shipping by the contractor being reimbursed by the state.

Equipment Purchase Requirements

Any equipment purchased using State contract dollars is subject to State purchasing requirements as outlined Chapter 4 of the Purchasing Authority Manual (Equipment purchases under this contract are limited to Task F above which is a Non-IT good). The PAM can be viewed at www.pd.dgs.ca.gov/deleg/pamannual.htm.

Control of Work

1. The CIWMB staff have the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CIWMB staff when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Program Manager who holds the following authority:
 - Act as the Contractor's Representative for work to be provided under this Agreement
 - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Program Manager, CIWMB staff approval is required.

SECTION VII DEFINITION AND TERMS

General Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations	ADA	Americans with Disabilities Act
	CAL EPA	California Environmental Protection Agency
	CCR	California Code of Regulations
	DVBE	Disabled Veteran Business Enterprise
	EPA	Environmental Protection Agency (Federal Government)
	GC	Government Code
	CIWMB	California Integrated Waste Management Board
	PCC	Public Contract Code
	RFP	Request for Proposals
	SB	Small Business
SOW	Scope of Work	

Agreement The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

Board Members of The California Integrated Waste Management Board.

Board Staff Staff of the California Integrated Waste Management Board involved in the implementation of this contract or representatives of Consultant to the California Integrated Waste Management Board as designated in the Work Orders.

Cal EPA The California Environmental Protection Agency

CIWMB The California Integrated Waste Management Board.

Consultant The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with the Board to provide work pursuant to this RFP or his or their legal representatives.

Contract A legally binding agreement between the state & another entity, public or private, for the provision of goods or services.

Contract Manager A person designated by the responsible state agency or department to manage performance under a contract.

Contractor	A party contracting with the awarding agency. Vendor is often used synonymously with contractor.
Director	The Executive Director of the California Integrated Waste Management Board, or designees. Any references to Executive Officer shall mean the Executive Director and/or its designated officer.
Disabled Veteran Business Enterprise (DVBE Certified)	A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State.
Legal Holidays	Those days designated as State holidays in the Government Code.
Program Manager	Contractor's representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Program Manager prior to submittal to the Board.
Scope of Work	The description of work required of a contractor by the awarding agency.
Small Business (Certified)	A business that has been certified by the Office of Small Business Certification and Resources, Department of General Services, as a small business as defined in GC 14837 and 2 CCR 1896.
State	The State of California.
State Contract Law	The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.
Subcontractor	A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

ATTACHMENTS

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Cost Proposal Sheet

Assessment of Landfill Gas Well Viability and Its Effect on Greenhouse Gas Emissions IWM05046

Complete this form and submit the original in accordance with the requirements of this RFP. Add rows as needed.

Contractor/Company Name: _____

Task #	Personnel Services: (Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr.. (Include name/position title and hours and identify the subcontractors as such)				Fringe Benefits (Identify fringe benefit costs citing actual benefits <u>or</u> as a percentage of personal services costs)	Operating Expenses (operating expenses related to the services provided in this agreement, including rent and supplies, as applicable)	Equipment Costs (Include a description of equipment)	Travel Expenses (Include travel expenses and per diem.) Rates are set at the rates specified in Section IV (equivalent to DPA approved rates for exempt employees)	Overhead (This information must be provided)	Other (any other specific breakdown required to sufficiently explain the budget costs)	Total by Task
	Name/ Position	\$/Hr	Hrs	Total \$							
A											
B											
C											
D											
E 1											
E 2											
F											
Total by Line Item	(Sum of Total \$)										GRAND TOTAL

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for the CIWMB to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CIWMB documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the CIWMB in verification of the recitals comprising this Proposal and also hereby authorizes the CIWMB to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

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

Name & Title of Authorized Representative:	_____	Contractor Name:	_____
Address:	_____	Telephone #:	_____
City, State Zip:	_____	Email:	_____
Signature of Authorized Representative:	_____	Date Signed:	_____

Proposal Scoring Sheet
Assessment of Landfill Gas Monitoring Well Viability and Its Effect on Greenhouse Gas Emissions IWM05046

To qualify, the Proposer **MUST** achieve an overall score of 80 – 85%.

Contractor/Company Name: _____

Proposer's Score

- | | | |
|---------------------|--|-------|
| 1. | Overall approach and organization - Maximum Score 25 points | |
| | a. Format of proposal. (5) | _____ |
| | b. Overall approach and understanding of problems, issues and required tasks. (5) | _____ |
| | c. Addresses all items in RFP. (10) | _____ |
| | d. Clarity of proposal. (5) | _____ |
| 2. | Methodology - Maximum Score 15 points | |
| | a. Soundness of proposed methodology. (5) | _____ |
| | b. Appropriateness of proposed methodology. (5) | _____ |
| | c. Feasibility of work plan and schedule. (5) | _____ |
| 3. | Qualifications/Resources - Maximum Score 15 points | |
| | a. Assigned staff's knowledge and educational background of the particular project involved. (5) | _____ |
| | b. Assigned staff's experience and background in similar projects. (5) | _____ |
| | c. Abilities of assigned staff to conduct the necessary research with proficiency and accuracy and without omission. (5) | _____ |
| 4. | Past Work - Maximum Score 15 points
(References will be consulted.) | |
| | a. Similarity between previous projects and the project contained in this RFP. (5) | _____ |
| | b. The success (including level of completion) of past projects and any related work record. (5) | _____ |
| | c. Recommendations by Project Review Panel of previous projects. (5) | _____ |
| 5. | Cost Proposal - Maximum Score 30 points
Points administered as described in Section IV (30) | _____ |
| TOTAL SCORE: | | ===== |

Evaluator's Signature _____

Date _____

Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Certification (OSDC) should be attached for each small and DVBE business identified.

Demonstration of Good Faith Efforts

This form can be used to show the SB efforts and the DVBE efforts. Use a separate form for SB and DVBE. The Department of General Service’s Office of Small Business and DVBE Services (OSDC) offers a wealth of information to assist proposers in meeting these contract requirements. The OSDC internet homepage is located at www.pd.dgs.ca.gov/smbus/default.htm. OSDC contact information is available at www.pd.dgs.ca.gov/smbus/contact.htm .

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.												
<p>Name of Person Contacted: _____ Title: _____</p> <p>Date of Contact: _____</p>													
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms.												
<p>Agencies Contacted:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person</u></th> <th style="text-align: left; width: 20%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>									
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>											
3	<p>Advertisements published in trade papers or other publications focusing on SB/DVBE firms. Advertisement must be submitted showing a date that is at least 14 calendar days prior to the due date of the response to this solicitation. The OSDS “Resource Packet” contains information about DVBE focused publications and can be viewed at www.documents.dgs.ca.gov/pd/smallbus/resource.pdf.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: left; width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Name of Paper or Publication</u>	<u>Date Published</u>										
<u>Name of Paper or Publication</u>	<u>Date Published</u>												
<p><i>Note: Attach a copy of each advertisement. Placeholder lists are not acceptable.</i></p>													

Demonstration of Good Faith Efforts (Cont'd)

4	Invitations to bid sent to potential SB/DVBE firms.		
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>	

5	SB/DVBE firms which were available and considered.		
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>			
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>			
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>			

**STATE OF CALIFORNIA
Recycled Content Certification**

California Integrated Waste Management Board
CIWMB 74C (Revised 2/03 for Contracts)

Contract # _____

Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CIWMB contract manager.
This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to the CIWMB with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ **Date** _____
Address _____ **Phone** _____
Fax _____ **E-mail** _____ **Web site** _____

Item/Row Number	Quantity	Unit of Measure	Dollars	Product Manufacturer and number	Product Description	Product Category ¹	Postconsumer Material (Percent) ²	Virgin Material (Percent) ⁴	Total Percent ⁵
									100%
									100%
									100%
									100%
									100%
									100%
			Total: \$ _____						

Public Contract Code sections 10233, 10308.5, and 10354 require all vendors and contractors to certify in writing, under penalty of perjury, to the State agency awarding a contract, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Public Contract Code section 12205 (a) requires all State agencies to require all contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage, of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Printed name of person completing form

Title

Signature of person completing form

Footnotes

1. **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 cost, weight, or volume. **If the product does not fit into any of the product categories, put "N/A." Common N/A products include wood products, textiles, aggregate, concrete, electronics such as computers, TV, software on a disk, telephone systems, printers, copiers, fax machines.**

Product category	State's recycled content requirements
compost and co-compost (CO) landscaping materials, erosion control, weed control, mulch, decomposed organic yard, or food materials	50% TR 10% PC
glass products (GL) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR 10% PC
lubricating oils (LO) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock, for tractors, vehicles, cars, trucks, and buses	50% TR 10% PC
paint (PT) latex paint, interior/exterior, maintenance	50% TR 10% PC
paper products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, containers	50% TR 10% PC
plastic products (PL) toner cartridges, carpet, office products, plastic lumber, buckets, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, binders, and buckets	50% TR 10% PC
printing and writing paper (PW) xerographic, and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC

Metal products (ST) For metal products complete only dollars, product description, and product category column. Common steel products include automobiles, trucks, staplers, paper clips, steel furniture, scissors, pipe, plumbing fixtures, chairs, ladders, shelving

25% TR
10% PC

tire-derived products (TD) flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts

50% PC

tires (TI) passenger, truck, bus, trailer/equipment tires.

50% TR
10% PC

TR = total recycled-content **PC** = postconsumer

2. **Postconsumer material** is material derived from used or recycled material. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled into another product.
3. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer material.
4. The sum of the postconsumer column and the virgin column must equal 100 percent.

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

-
- Signed Cover Letter on Company Letterhead

 - Copy of Current State Issued/County Issued License (as applicable)
 - Client References
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary or
 - Demonstration of Good Faith Efforts
 - Personnel Information and Organizational Chart
 - Methodology
 - Cost Proposal Sheet
 - Contractor Status Form
-

The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- One (1) unbound reproducible original Proposal package marked "original."
- Three (3) bound Proposal packages marked "copy".

-
- One (1) Electronic copy of Proposal Package in Adobe Acrobat format.
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- Certification of Enterprise Zone Act Preference
 - Certification of Target Area Contract Preference Act
 - Certification of Local Military Base Recovery Area Act Preference
-

The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- Attachment E, Recycled Content Certification
 - Payee Data Record
-

Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.

Contractor Status Form

Contractor's Name _____ County _____

Address _____ Phone No. _____

Fax No. _____

E-mail _____

Federal Employer Identification No. _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:
 Individual Limited Partnership General Partnership Corporation Other
INDIVIDUAL:

If a sole proprietorship, state the true name of sole proprietor: _____

PARTNERSHIP:

If a partnership, list each partner, including limited partners, stating their true name and their interest in the partnership:

CORPORATION:

If a corporation, place and date of Incorporation: _____

Date corporation was authorized by Secretary of State: _____

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

OTHER: (Explain)**SMALL BUSINESS PREFERENCE**Are you claiming preference as a small business or non-SB?
(certifying to subcontract at least 25% of bid to a SB)

-
- YES – Attach approval letter from Office of Small Business Certification and Resources
-
-
- NO

Date you/Sub filed for small business preference: _____ Your/Subs small business ID No. _____

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

Client References

List at least three (3) client references that can attest to the Proposer's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME: _____

REFERENCE 1

Name of Firm	City	State	Zip Code
Street Address			

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

REFERENCE 2

Name of Firm	City	State	Zip Code
Street Address			

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

REFERENCE 3

Name of Firm	City	State	Zip Code
Street Address			

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

If three references cannot be provided, explain why: