



Invitation for Bid  
Interpreter and Translation  
Services  
Agreement #IWM07045



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**SECTION I****OVERVIEW**

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**General Information**

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.

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**CIWMB Contact**

California Integrated Waste Management Board  
1001 I Street, Contracts Unit, MS-19A  
Sacramento, CA 95812  
Phone: (916) 341-6105  
FAX: (916) 319-7582  
EMAIL: [contracts@ciwmb.ca.gov](mailto:contracts@ciwmb.ca.gov)

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarter's Building at 1001 I Street, Sacramento, CA 95814.

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**Service Need**

The California Integrated Waste Management Board (CIWMB) plans to conduct workshops, trainings and conferences throughout the U.S.-Mexico Border Region for the Waste Tire Recycling Management Program during fiscal years 2007/08 and 2008/09. These events will be a collaborative effort that involves the California Environmental Protection Agency (Cal/EPA) and the U.S. Environmental Protection Agency. Communication between the two countries is thus an important and essential element of these events. For this reason, CIWMB is soliciting the services of a contractor to provide both verbal interpretation and written translation from English to Spanish and Spanish to English for events in both California and Mexico.

The contractor will be required to travel to the various areas of the U.S.-Mexico Border Region for events.

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**Contract Budget**

Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$20,000.00 (Twenty thousand dollars).

The CIWMB reserves the right to amend the budget for this Agreement as needs arise.

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**Payment Withhold**

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task.

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.

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**Liquidated Damages**

The selected Contractor, to receive award of this agreement, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work and/or Work Orders.

See Section II, Commitment, *Special Terms and Conditions* for additional information.

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**SECTION I OVERVIEW CONT.**

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**Contract Term**

The term of this Agreement will span approximately 28 months and is expected to begin in February 2008.

The CIWMB reserves the right to amend the term of this Agreement as needs arise.

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**Process Type**

Invitation for Bid (IFB).

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**Process Schedule**

This process will be conducted according to the following tentative schedule where all times are Pacific Time:

Advertisement Date	February 4, 2008
Written Questions Due by 5:00 pm	February 15, 2008
Submittal's Due by 2:00 pm	February 25, 2008
Bid Opening at 2:10 pm	February 25, 2008

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**SECTION II****RULES AND CONDITIONS**

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**Introduction**

There are conditions that this IFB, submitting Bidders, bids and resulting Agreements are subject to and/or required to comply with.

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**Commitment**

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

- All items noted in IFB documents
- Special Terms and Conditions available for viewing at [www.ciwmb.ca.gov/Contracts/Forms/SpeTermsCond.pdf](http://www.ciwmb.ca.gov/Contracts/Forms/SpeTermsCond.pdf).
- General Terms and Conditions available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).
- Contractor Certification Clauses available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).

If the bidder 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 IFB.

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**Antitrust Claims**

In submitting a Bid Package to a public purchasing body, the Bidder offers and agrees that if the Bid 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 Bidder for sale to the purchasing body pursuant to the Bid Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. (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 Bid 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.)

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**Contractor's Cost**

All costs resulting from the Contractor's participation in the IFB process are at the firm's expense.

No costs incurred by the Contractor participating in the IFB process will be reimbursed by the CIWMB.

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## SECTION II RULES AND CONDITIONS CONT.

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### Information

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

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

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

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### Written Inquiries

Bidders needing clarification of the requirements of this solicitation may submit questions to the Board's Contracts Unit. All inquiries must be received no later than 5:00PM on February 15, 2008, regardless of postmark. If the inquiries are faxed, then the time and date on the fax must not be later than the due date and time.

Questions, suggestions or objections regarding the content of this solicitation, including but not limited to the purpose, scope of work, etc., not submitted by the deadline for questions shall be deemed waived and may not be raised at a later time.

Oral communications with the Board officers and employees shall be non-binding on the State and shall in no way exclude the Bidder of any obligations as set forth in this package.

All questions or inquiries regarding this solicitation shall be submitted using the contact information provided in Section I.

E-mails and/or faxes should be clearly marked "**Questions Relating to SOLICITATION IWM07045.**"

The questions and answers will be published in an Addendum to the IFB (see below, Addenda).

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### Addenda

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

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the IFB 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. Addenda will be available on the CIWMB webpage for this particular solicitation at [www.ciwmb.ca.gov/Contracts](http://www.ciwmb.ca.gov/Contracts).

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### Modification of Submittals

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

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

A Bid cannot be withdrawn after the submittal deadline has passed.

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### Errors in Submittals

An error in a Bid Package may be cause for rejection of that bid.

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

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### Unreliable List

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

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## SECTION II RULES AND CONDITIONS CONT.

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<b>Negotiating State Contracts</b>	<p>This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.</p> <p>If any of the conditions identified in PCC 6611 exist, the State may perform contract negotiations, if it is determined to be in the best interest of the State.</p>
<b>Electronic Waste Recycling</b>	<p>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.</p>
<b>Use Tax</b>	<p>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.</p>
<b>Small Business (SB) Preference</b>	<p>The following information shall apply to both SBs and MBs.</p> <p>Any Bidder competing in this process as a California Certified Small Business (SB), or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).</p> <p>A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).</p> <p>The required list of California certified small business subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation- this will reported as a percentage of each scenario cost) per subcontractor. Use the SB/DVBE participation form to report this information.</p> <p>Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940.</p> <p>In no event shall the SB preference or non-SB subcontracting preference exceed \$50,000 in any single bid.</p> <p>For information on locating SBs see the steps described on the Good Faith Effort form attached to this IFB .</p> <p>The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage of SB participation for the incentive specified above. The SB preference will be applied when a responsible bidder that is not a CA certified SB or a non-SB claiming 25% CA certified SB subcontractor participation submits the lowest responsive bid.</p>

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## SECTION II RULES AND CONDITIONS CONT.

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### **Small Business (SB) Preference (continued)**

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification should be included with the Bid Package.

### **Disabled Veterans Business Enterprise (DVBE) Preference**

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) preference.
2. Four (4%) participation level = bid will receive three percent (3%) preference.
3. Three (3%) participation level = bid will receive one percent (1%) preference.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

A five percent (3-5%) bid preference is available to a non-DVBE claiming a minimum of three percent (3%) California certified DVBE subcontractor participation. If claiming the non-DVBE subcontractor preference, the bid response must include a list of the DVBE(s) with which you commit to subcontract in an amount of at least three percent (3%) of the net bid price with one or more California certified DVBEs. Each listed certified DVBE must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified DVBE subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation- this will be reported as a percentage of each scenario cost) per subcontractor. Use the SB/DVBE participation form to report this information.

Bidders claiming a preference must commit to subcontract at least three percent (3%) of the net bid price with one or more California certified DVBEs. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification should be included with the Bid Package. For information on locating DVBE resources please go to the following website <http://www.pd.dgs.ca.gov/Publications/resource.htm> and see the steps described on the Good Faith Effort form attached to this IFB .

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## SECTION II RULES AND CONDITIONS CONT.

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### **Enterprise Zone Act (EZA)**

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for qualified Bidders. Bidder will need to review the following website <http://www.pd.dgs.ca.gov/edip/eza.htm> for specific information on this program.

The maximum preference allowed for EZA may not exceed \$50,000.00 for any bid.

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

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

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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### **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 Bidders. Bidder will need to review the following website <http://www.pd.dgs.ca.gov/edip/tacpa.htm> for specific information on this program.

The maximum preference allowed for TACPA may not exceed \$50,000.00 for any bid.

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

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

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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### **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 Bidders. Bidder will need to review the following website <http://www.pd.dgs.ca.gov/edip/lambra.htm> for specific information on this program.

The maximum preference allowed for LAMBRA may not exceed \$50,000.00 for any bid.

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

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

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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### **Maximum combined preferences and rules for award**

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, non-SB subcontracting participation, DVBE, non-DVBE subcontracting participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

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## SECTION II RULES AND CONDITIONS CONT.

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### **SubContractors**

All subContractors identified in the bid, 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/MB and Disabled Veteran Business Enterprise (DVBE) firms identified on the SB/DVBE Participation Summary.

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

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### **Travel and Per Diem**

The contractor is responsible for making necessary arrangements for travel to the various areas of the U.S.-Mexico Border Region for events. Reimbursement for travel expenses, which may include per diem, mileage, hotel, and airfare, shall be at the State of California Department of Personnel Administration approved rates for exempt employees. If State of California rates are not available, the contractor must provide verification that such rates are not available. Travel time incurred by translators and technicians to and from the events shall not be reimbursed. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State Contract Manager.

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 – up to a maximum of \$84 per day
  - Meals (breakfast, lunch and dinner) – up to a maximum of \$34 per day
  - Incidentals – 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.
- 

### **Equipment**

The contractor shall provide all necessary labor and equipment to provide professional certified simultaneous verbal Spanish to English and English to Spanish translations at events and professional certified written translation from Spanish to English and English to Spanish of various documents before and during the events. This includes interpreter station, transmitter, handsets, public address (PA) system, microphones, and any other equipment required for verbal interpretation and written translations. The contractor must arrive one hour before the start of each event to setup and test equipment. The contractor shall translate all meeting presentations and discussions during events. All equipment used by the contractor, including hardware and software, is the property of the contractor, and the contractor is fully responsible for all maintenance and service required.

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### **Scheduling of Services**

The Contract Manager shall notify the contractor, by telephone or written request, no less than five (5) calendar days prior to the date interpretation services are required. The request shall state the time, location, date and any other pertinent information. The contractor shall respond within 72 hours regarding availability to perform services.

The Contract Manager will submit to the contractor the documents requiring written translations three to fourteen calendar days prior to the date translation is needed.

If the Contractor receives a request for services under this contract from any other person than the Contract Manager, the Contractor shall notify the Contract Manager for the authority to proceed.

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**SECTION III****BID SUBMITTAL REQUIREMENTS**

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**Introduction**

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

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

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

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**Deadline**

The Bid Package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on February 25, 2008.

Bids received after the deadline, will be considered late and returned to the Bidder unopened.

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**Addressing**

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

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**Number of Copies**

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

- One original, non-bound hard copy marked "Original" (do not include bid sheet in this copy)
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader (do not include bid sheet in this copy)
- One complete, signed bid sheet in a separate sealed envelope marked "Bid-Do not open"

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

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**Document Printing**

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

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**Qualifications and Resources**

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

Documents/conferences will be technical and legal in nature and terminology may be difficult. Interpreters must have a valid certification issued by the Judicial Council of the State of California and by the Administrative Office of the Court for the U.S. District Courts. Interpreters must be proficient in but not limited to the terminology of engineering, environmental sciences, chemistry, solid waste, environmental justice, public health and law. Interpreters must be able to translate information that includes, but is not limited to video, overheads, maps, slide shows, layouts, audiocassettes and other similar material.

Each bid 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 bid must include resumes for the Contract Manager, Personnel and SubContractors, that include:

- Experience
  - Knowledge
  - Educational Background
  - Appropriate licensing
  - Tasks to be performed and number of hours
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**SECTION III BID SUBMITTAL REQUIREMENTS CONT.**

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**References**

The Bidder's team must provide a minimum of three (3) verifiable references from companies that have used the bidder's services. A form is provided as an attachment to this IFB for the bidder's use.

The CIWMB reserves the right to seek references in addition to the client references provided by the Bidder, as it deems necessary. If a reference or project experience is unable to be verified, it will be disregarded.

**Resumes**

Please provide resumes of staff that will be assigned to this project

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**Organization**

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

- Date of establishment
  - History
  - Location
  - Any known conflict's of interest
- 

**Samples of Written Work**

The Bidder's team must translate Section IV Subsection Scope of Work from English to Spanish and submit with your bid for evaluating qualifications to provide these services.

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**Contract Eligibility**

The Bidder 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.

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**Licenses**

The Contractor shall be an individual or firm licensed to do business in California, pursuant to California Business and Profession Code Section 7028.15.

A copy of the Bidder's business license with an expiration date, must be included with the Bid Package.

Bidder must have a valid certification issued by the Judicial Council of the State of California and by the Administrative Office of the Court for the U.S. District Courts. A copy must be included with the Bid Package.

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**Cost Breakdown**

The bid must specify the total scenario costs and include detailed project costs, as required in the Bid Sheet .

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

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

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### SECTION III BID SUBMITTAL REQUIREMENTS CONT.

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**Small Business (SB)/  
Microbusiness (MB)  
Participation and  
Good Faith Effort**

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB or MB that performs a commercially useful function.

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

- If the Bidder is a Certified OSDS SB/MB, as defined in Section V Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the bid package.
- If the Bidder has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the bid package.
- If the Bidder has made a good faith effort (see Attachments) to meet the 25% goal and has been unable to secure a certified OSDS SB/MB, a demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of services that will be provided by the SB/MB. Both the Participation Summary and Good Faith Effort forms must be submitted with the bid package.

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**Disabled Veteran  
Business Enterprise  
Participation (DVBE)  
and Good Faith Effort**

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

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

- If the Bidder is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the bid package.
  - If the Bidder has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the bid package.
  - If the Bidder has made a good faith effort to meet the minimum 3% goal and has been unable to secure a certified OSDS DVBE, a Demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of services that will be provided by the DVBE. Both the Participation Summary and Good Faith Effort forms must be submitted with the bid package.
- 
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**SECTION IV****EVALUATION AND SELECTION**

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**Introduction**

The CIWMB will perform a Qualification Evaluation process to ensure that the Bidder has included all required documentation in the Bid submittal.

If a bid package does not meet all of the requirements set forth in this IFB, it will be considered non-responsive and rejected from award of this agreement.

---

**Grounds for Rejection**

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

Additionally, a bid may be rejected if:

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

No bid may be rejected arbitrarily or without reasonable cause.

---

**Bid Opening**

The bids will be opened publicly at the time set in Section I, Schedule. An apparent low bidder will be announced. Award will be made only after preferences are applied and the Qualification Evaluation is completed.

---

**Award of Agreement**

Award of this Agreement will be to the lowest responsive responsible Bidder meeting all of the IFB requirements and after preferences are applied as indicated in Section II Rules and Conditions.

In the event of a tie, the CIWMB shall utilize a tie breaker to determine the winning Bidder.

The CIWMB reserves the right to not award an Agreement.

---

**Rejection of Award**

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

The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next lowest responsive responsible Bidder.

The CIWMB will notify the rejected lowest responsive Bidder, at least five (5) days prior to the award being made, of the decision not to award the agreement.

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**Bidder Notifications**

The CIWMB will notify all Bidders of the outcome of their bid submittals, prior to the award of the contract.

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## SECTION IV EVALUATION AND SELECTION CONT.

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### **Notice of Intent to Award**

The CIWMB will post a notice of intent to award the agreement resulting from this IFB, upon written request of any Bidder.

The request must be submitted to the contact contained in Section I, Overview.

If requested, the notice of intent to award will be posted on the CIWMB's contract website at [www.ciwmb.ca.gov/contracts](http://www.ciwmb.ca.gov/contracts) and at the headquarters address noted in Section I, Overview.

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### **Protest of Award**

A Bidder 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 Bidder must submit a detailed written statement with information that supports that the Bidder 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, 7<sup>th</sup> floor  
Sacramento, CA 95605  
Fax (916) 376-5088

California Integrated Waste Management Board  
Attn; Contracts Unit  
1001 I Street, MS-19A  
Sacramento, CA 95814  
Fax (916) 319-7582  
Email [contracts@ciwmb.ca.gov](mailto:contracts@ciwmb.ca.gov)

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**Scope of Work****I. INTRODUCTION/OBJECTIVES**

The California Integrated Waste Management Board (CIWMB) plans to conduct workshops, trainings and conferences throughout the U.S.-Mexico Border Region for the Waste Tire Recycling Management Program during fiscal years 2007/08 and 2008/09. These events will be a collaborative effort that involves the California Environmental Protection Agency (Cal/EPA) and the U.S. Environmental Protection Agency. Communication between the two countries is thus an important and essential element of these events. For this reason, CIWMB is soliciting the services of a contractor to provide both verbal interpretation and written translation from English to Spanish and Spanish to English for events in both California and Mexico.

**II. WORK TO BE PERFORMED****1. Interpretation Services**

Services shall consist of simultaneous verbal interpretation from Spanish to English and from English to Spanish for up to 100 persons at any one event and up to 40 people for four concurrent sessions (up 160 people in four different rooms) at an event for the CIWMB. These services will be needed for four trainings, a three day conference in spring 2008, and on an as needed basis for future events. The four trainings will be approximately 5 hours each and the three day conference will be approximately 8 hours each day.

These events are technical and legal in nature and terminology may be difficult. Interpreters must have a valid certification issued by the Judicial Council of the State of California and by the Administrative Office of the Court for the U.S. District Courts. Interpreters must be proficient in but not limited to the terminology of engineering, environmental sciences, chemistry, solid waste, environmental justice, public health and law. Interpreters must be able to translate information that includes, but is not limited to video, overheads, maps, slide shows, layouts, audiocassettes and other similar material.

**2. Written Translation Services**

Services shall consist of written translation services from Spanish to English and from English to Spanish. Interpreters must have a valid certification issued by the Judicial Council of the State of California and by the Administrative Office of the Court for the U.S. District Courts and must be able to translate technical, administrative, legal, and policy documents. Translators must be proficient in but not limited to the terminology of engineering, environmental sciences, chemistry, solid waste, environmental justice, public health and law. The services shall be performed for various documents ranging in size from one page to one hundred pages. All documents will remain the property of the CIWMB.

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## SECTION V DESCRIPTION OF WORK CONT.

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### Scope of Work (continued)

### III. TASKS IDENTIFIED

#### 1. Equipment

The contractor shall provide all necessary labor and equipment to provide professional certified simultaneous verbal Spanish to English and English to Spanish translations at events and professional certified written translation from Spanish to English and English to Spanish of various documents before and during the events. This includes interpreter station, transmitter, handsets, public address (PA) system, microphones, and any other equipment required for verbal interpretation and written translations. The contractor must arrive one hour before the start of each event to setup and test equipment. The contractor shall translate all meeting presentations and discussions during events. All equipment used by the contractor, including hardware and software, is the property of the contractor, and the contractor is fully responsible for all maintenance and service required.

#### 2. Travel

The contractor is responsible for making necessary arrangements for travel to the various areas of the U.S.-Mexico Border Region for events. Reimbursement for travel expenses, which may include per diem, mileage, hotel, and airfare, shall be at the State of California Department of Personnel Administration approved rates for exempt employees. If State of California rates are not available, the contractor must provide verification that such rates are not available. Travel time incurred by translators and technicians to and from the events shall not be reimbursed. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State Contract Manager.

#### 3. Scheduling of Services

The Contract Manager shall notify the contractor, by telephone or written request, no less than five (5) calendar days prior to the date interpretation services are required. The request shall state the time, location, date and any other pertinent information. The contractor shall respond within 72 hours regarding availability to perform services.

The Contract Manager will submit to the contractor the documents requiring written translations three to fourteen calendar days prior to the date translation is needed.

If the Contractor receives a request for services under this contract from any other person than the Contract Manager, the Contractor shall notify the Contract Manager for the authority to proceed.

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## SECTION V DESCRIPTION OF WORK CONT.

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### 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 Project 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 Project Manager, CIWMB staff approval is required.

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**SECTION VI      DEFINITION AND TERMS**

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**General**                      Unless the context otherwise requires, wherever in this IFB 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.

---

<b>Abbreviations</b>	ADA	Americans with Disabilities Act
	CCR	California Code of Regulations
	DVBE	Disabled Veteran Business Enterprise
	EPA	Environmental Protection Agency
	IFB	Invitation for Bids
	GC	Government Code
	CIWMB	California Integrated Waste Management Board
	PCC	Public Contract Code
	SB	Small Business
	MB	Microbusiness
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 IFB, Bid, general and specific terms and conditions, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

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**Bid**                                      A potential Contractor's reply to a solicitation for purchase of goods or services which represents what the Contractor would charge to provide those goods or services.

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**Bidder**                                  Any business venture that responds to an Invitation to Bid by submitting a bid to the contracting agency. A potential Contractor.

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**Bidder’s Conference**              A meeting with potential bidders before the bid submission date.

---

**Bid Opening**                        A public meeting, where the cost(s) bid by a Bidder on an advertised project, are opened and a determination is made as to the apparent low bidder.

---

**Board**                                    Members of The California Integrated Waste Management Board.

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**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.

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**CIWMB**                                 The California Integrated Waste Management Board.

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**DEFINITION AND TERMS CONT.**

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<b>Consultant</b>	The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with the CIWMB to provide work pursuant to this IFB or his or their legal representatives.
<b>Contract</b>	A legally binding agreement between the state & another entity, public or private, for the provision of goods or services.
<b>Contract Manager</b>	A person designated by the responsible state agency or department to manage performance under a contract.
<b>Contractor</b>	A party contracting with the awarding agency. Vendor is often used synonymously with Contractor.
<b>Director</b>	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.
<b>Disabled Veteran Business Enterprise (DVBE Certified)</b>	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.
<b>Legal Holidays</b>	Those days designated as State holidays in the Government Code.
<b>Program Manager</b>	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.
<b>Responsible Bidder</b>	A bidder who is fully capable of performing the contract.
<b>Responsive Bidder</b>	A bidder whose bid meets the specifications & other requirements contained in the IFB.
<b>Scope of Work</b>	The description of work required of a Contractor by the awarding agency.
<b>Small Business (Certified)</b>	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.
<b>State</b>	The State of California.

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**DEFINITION AND TERMS CONT.**

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**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.

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**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.

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# **ATTACHMENTS**



**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) shall be attached. For each small and DVBE business identified.

**Demonstration of Good Faith Efforts**

Check only one:  Small Business  Disabled Veteran Business Enterprise

Use same template, but submit separate forms for SB and DVBE efforts, checking the appropriate box above. See the DGS website at <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx> to search for certified SBs/DVBEs. **Note: This form must be submitted if the participation levels indicated on the SB/DVBE Participation Summary form are less than 25% for SB and 3% for DVBE.**

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
Name of Person Contacted: _____ Title: _____  Date of Contact: _____							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms. See the DGS website at <a href="http://www.pd.dgs.ca.gov/smbus/sbainternet.htm">http://www.pd.dgs.ca.gov/smbus/sbainternet.htm</a> for a list of agency SB/DVBE advocates.						
Agencies Contacted: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;"><u>Name of Agency</u></th> <th style="width: 30%;"><u>Person</u></th> <th style="width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <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	Advertisements published in at least one trade paper and one at least one trade or focus paper focusing on SB/DVBE firms. Bidders must publish advertisements in trade and focus publications at least <b>14 calendar days</b> before the date the bid or proposal is due. <b>Attach a copy of each advertisement.</b> Planholder lists are not acceptable. Go to <a href="http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf">http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf</a> and <a href="http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf">http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf</a> to see a list of DVBE Trade and Focus paper resources.						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"><u>Name of Paper or Publication</u></th> <th style="width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <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>						
4	Invitations to bid sent to potential SB/DVBE firms.						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"><u>FIRM</u></th> <th style="width: 33%;"><u>CONTACT</u></th> <th style="width: 34%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					

### Demonstration of Good Faith Efforts (Cont'd)

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

STATE OF CALIFORNIA  
 California Integrated Waste Management Board  
 CIWMB 74C (Revised 8/06 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

**Recycled-Content Certification**

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 \_\_\_\_\_

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	<sup>1</sup> Percent Postconsumer Material	<sup>2</sup> SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3) 10233, 10308.5, 10354, and 12205(a)

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.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

(See footnotes on the back of this page.)

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 reused or refurbished products, there is no minimum content requirement.

For additional information visit [www.ciwmb.ca.gov/BuyRecycled/](http://www.ciwmb.ca.gov/BuyRecycled/)

<b>Code</b>	<b>Description</b>	<b>Minimum content requirement</b>
<b>Product Categories (11)</b>		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	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 Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

## Bid Completion Checklist

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

- 
- Copy of Current Business License and valid certification issued by the Judicial Council of the State of California and by the Administrative Office of the Court for the U.S. District Courts.
  - Personnel Information/Resumes/Brief Organization description
  - Client References
  - Translation from English to Spanish of Section IV Subsection Scope of Work
  - Small Business(SB)/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero.*
  - Demonstration of Good Faith Efforts *Submit form(s) only if participation level is below 25% for SB and/or 3% for DVBE. Submit separate forms for SB and DVBE and mark appropriate box at top of form.*
  - Contractor Status Form
- 

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

- One (1) unbound reproducible original Bid package marked "original." (Do not include bid sheet in this copy)
  - One (1) Electronic copy of Bid Package in Adobe Acrobat format. (Do not include bid sheet in this copy)
  - One complete, signed bid sheet in a separate sealed envelope marked "Bid-Do not open"
- 

The following forms are only required upon submittal as applicable pursuant to the provisions outlined in Section II, Rules and Conditions:

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

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

- Attachment E, Recycled Content Certification
  - Payee Data Record (STD. 204)
- 

***Please note that if any of the items are missing from the Bid 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. \_\_\_\_\_

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/DVBE PREFERENCE

Are you claiming preference for small/micro business?

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

Are you claiming preference for DVBE?

YES – Attach approval letter from Office of Small Business Certification and Resources  
 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 Bidder'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			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

#### REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

#### REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

If three references cannot be provided, explain why:

**Bid Sheet**

**INTERPRETER AND TRANSLATER SERVICES  
IWM07045**

Complete this form and submit the original in accordance with the requirements of this IFB.

Contractor/Company Name: \_\_\_\_\_

**For purposes of determining the winning bid, provide total personnel costs, travel costs, equipment costs and a total scenario cost for each of the scenarios identified below. All information requested on this bid sheet must be completed and the bid signed or the bid will be considered non-responsive.**

**SCENARIO 1: One (1) day (assume 8 hour day) workshop conducted in San Diego, California for up to 40 people.**

*1a) List the job title, hourly rate (hourly rate must include the fringe benefit costs, indirect costs and any other costs that will not be classified as equipment or travel costs) and number of personnel by job title who will be providing services at the event. Add rows as needed. While the costs in the below table will not be used in determining the low bid, contractor will be held to the hourly rates presented here.*

Job Title	Hourly Rate (all inclusive)	Number providing services at the event

**1b) Total Personnel Cost (all inclusive such as hourly wages, fringe benefits and indirect costs)** \_\_\_\_\_

**1c) Travel Cost** \_\_\_\_\_

**1d) Equipment Cost** \_\_\_\_\_

**Total Scenario 1 Cost (sum of 1b, 1c, 1d)** \_\_\_\_\_

**SCENARIO 2: Five (5) day conference (assume 8 hour days) conducted in San Diego, California during May 2008 for up to 200 people with three (3) breakout sessions conducted concurrently during two (2) of the days.**

2a) List the job title, hourly rate (hourly rate must include the fringe benefit costs, indirect costs and any other costs that will not be classified as equipment or travel costs) and number of personnel by job title who will be providing services at the event. Add rows as needed. While the costs in the below table will not be used in determining the low bid, contractor will be held to the hourly rates presented here.

Job Title	Hourly Rate (all inclusive)	Number providing services at the event

**2b) Total Personnel Cost (all inclusive such as hourly wages, fringe benefits and indirect costs)** \_\_\_\_\_

**2c) Travel Cost** \_\_\_\_\_

**2d) Equipment Cost** \_\_\_\_\_

**Total Scenario 2 Cost (sum of 2b, 2c, 2d)** \_\_\_\_\_

**SCENARIO 3: One (1) day (assume 8 hour day) workshop conducted in Tijuana, Mexico for up to 60 people.**

3a) List the job title, hourly rate (hourly rate must include the fringe benefit costs, indirect costs and any other costs that will not be classified as equipment or travel costs) and number of personnel by job title who will be providing services at the event. Add rows as needed. While the costs in the below table will not be used in determining the low bid, contractor will be held to the hourly rates presented here.

Job Title	Hourly Rate (all inclusive)	Number providing services at the event

**3b) Total Personnel Cost (all inclusive such as hourly wages, fringe benefits and indirect costs)** \_\_\_\_\_

**3c) Travel Cost** \_\_\_\_\_

**3d) Equipment Cost** \_\_\_\_\_

**Total Scenario 3 Cost (sum of 3b, 3c, 3d)** \_\_\_\_\_

**TOTAL BID FOR ALL THREE SCENARIOS  
(Sum of Totals for Scenarios 1, 2, and 3 above)**

\_\_\_\_\_

**Acknowledgement/Authorization**

The undersigned acknowledges the submittal of this bid 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 Bidder 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 Bid 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 Bid.

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:

\_\_\_\_\_

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