



Certified Business Solicitation
First Aid/Cardiopulmonary
Resuscitation (CPR), Automated
External Defibrillation (AED) and
Bloodborne Pathogen (BBP)
Training
IWM07066

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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</p> <p>Physical Address: 1001 I Street, Sacramento, CA 95814 CIWMB Contracts Unit, MS-19A</p> <p>Mailing Address: PO Box 4025 Sacramento, CA 95812-4025 Attn: Contracts Unit, MS-19A</p> <p>Phone: (916) 341-6105 FAX: (916) 319-7644 EMAIL: contracts@ciwmb.ca.gov</p> <p>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.</p>								
Service Need	<p>A contractor to assist in the development, and presentation of First Aid/ Cardiopulmonary Resuscitation (CPR), use of an automated external defibrillator (AED) and Bloodborne Pathogen (BBP) Training for field designated staff.</p>								
Contract Budget	<p>Subject to the availability of funds and approval by the Board, there is a current maximum budget of Eighteen Thousand Seven Hundred and Sixty Eight Dollars and No Cents \$18,768.00.</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>								
Contract Term	<p>The term of this Agreement will span approximately 29 months and is expected to begin in May 1, 2008.</p> <p>The CIWMB reserves the right to amend the term of this Agreement as needs arise.</p>								
Process Type	<p>Certified Business Solicitation (CBS).</p>								
Process Schedule	<p>This process will be conducted according to the following tentative schedule:</p> <table><tr><td>Advertisement Date</td><td>3/27/2008</td></tr><tr><td>Written Questions Due by 5:00 p.m.</td><td>4/09/2008</td></tr><tr><td>Submittal's Due by 2:00 p.m.</td><td>4/17/2008</td></tr><tr><td>Bid Opening at 10:00 a.m.</td><td>4/18/2008</td></tr></table>	Advertisement Date	3/27/2008	Written Questions Due by 5:00 p.m.	4/09/2008	Submittal's Due by 2:00 p.m.	4/17/2008	Bid Opening at 10:00 a.m.	4/18/2008
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SECTION II**RULES AND CONDITIONS**

Introduction

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

Commitment

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

- All items noted in CBS documents
- Special Terms and Conditions available for viewing at <http://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 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 CBS.

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.)

Contractor's Cost

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

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

SECTION II**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 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.

Written Questions

The CBS includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the CBS. All questions must be submitted in writing either by mail, fax, or e-mail to the CIWMB Contact as listed in Section I. The questions and answers will be published in an Addendum to the CBS (see below, Addenda).

Addenda

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

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the CBS 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 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 for modification after the submittal deadline has passed.

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.

Unreliable List

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

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

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.

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 be a certified Small Business at the time of the bid submittal.

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

SECTION III**BID SUBMITTAL REQUIREMENTS**

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.

Deadline

The Bid Package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on [April 17, 2008](#).

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

Addressing

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

Number of Copies

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

- One original, non-bound hard copy marked "Original"
- One (1) - bound, hard copy marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire bid package, including any attachments, must be saved as a single document.
- One signed and completed 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.

Document Printing

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

Qualifications and Resources

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

The contractor **shall** provide an instructor and course developer who meets the following qualifications:

1. A minimum of three years teaching FA/CPR and AED and BBP **to solid or hazardous waste field staff**.
2. A minimum of three years teaching experience in biological hazards.
3. A minimum of three years teaching experience heat illness and hypothermia.
4. A minimum of five years of teaching experience in FA/CPR and AED and BBP
5. **Must** be a licensed Medic First Aid instructor.

An organization chart and a detailed resume of all proposed instructor's qualifications shall be submitted with bid package. The information provided on the resume shall detail education, area(s) of expertise, work and training experience. A resume is required for each person shown on the organization chart. If awarded the bid, the CIWMB must approve any substitution of instructors.

SECTION III**BID SUBMITTAL REQUIREMENTS CONT.**

Qualifications and Resources (continued)

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 Project Manager, Personnel and SubContractors, that include:

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

References

The Bidder's team must provide a minimum of three (3) verifiable references and/or related experience. See attachment for reporting references.

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.

Organization

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

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

Contract Eligibility

The Bidder must provide a copy of their current business certification with DGS/SB/DVBE Services and must also 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.

Licenses

The Contractor shall be an individual or firm licensed to do business in California. Required documentation includes the following as applicable:

- A copy of the Bidder's county/city issued license with proof of expiration date, must be included with the Bid submittal.
 - Pursuant to the California Business and Professions Code some services require a professional license issued by the CA Department of Consumer Affairs. If applicable to this agreement, the professional licensing requirement(s) will be identified above under Qualifications and Resources and the Bidder must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.
-

Travel and Per Diem

If travel is authorized under this agreement, 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.
-

**Small Business
(SB)/Disabled Veteran
Business Enterprise
(DVBE) Participation**

The Board requires that the prime bidder be a certified Small Business (SB). Any business used to meet the SB requirements must be certified or have certification pending with the Department of General Services, Procurement Division (PD), Office of Small Business and DVBE Certification (OSDC). Questions regarding the certification should be directed to that office at (916) 375-4940. To qualify as a SB, your firm must have its principal place of business located in California and provide a commercially useful function with regard to the services being requested in this solicitation.

Verification of a firm's Small Business certification should also be submitted (copy of California Department of General Services certification).

SECTION IV**EVALUATION AND SELECTION**

Introduction

The CIWMB will perform a Pre-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 CBS, it will be considered non-responsive and rejected from further competition.

Bid Sheet must be in a separate sealed envelope.

Those Bidder's submittals that pass this review will be allowed to participate in the public bid opening where the sealed bid will be opened.

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 business does not have a current certification on file with the Department of General Services, Small Business Services Office
- The bid cost is not prepared as required by the CBS
- 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 CBS are not included with the submittal

No bid may be rejected arbitrarily or without reasonable cause.

Bid Opening

The qualified bids will be opened publicly at the time set in Section I, Schedule.

Award of Agreement

Award of this Agreement will be to the lowest responsive responsible Bidder meeting all of the CBS requirements.

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.

Bidder Notifications

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

SCOPE OF WORK

Work to be Performed As California's lead agency for solid waste management, the California Integrated Waste Management Board (CIWMB) is responsible for ensuring the protection of public health, safety, and the environment. The CIWMB accomplishes this mission through education about waste prevention, waste diversion, and safe waste processing and disposal.

The Health and Safety Program (Program) within the Waste Compliance and Mitigation Program (WCMP) of the CIWMB provides occupational health and safety support for its employees. The Program provides consultation support to management to ensure that all field staff are provided with appropriate training. Training is essential to maximizing the skills and knowledge of CIWMB employees, specifically those employees designated as field staff and emergency team members. This CBS solicits a contractor to assist the CIWMB in the development and presentation of class room based training in First Aid and Cardiopulmonary Resuscitation (CPR), the use of an automated external defibrillator (AED) and bloodborne pathogens (BBP) that has a specific focus on field work for solid waste inspectors as outlined in this scope of work. The course material shall cover the following topics including but not limited to: 1) Recognizing and responding to emergency situations, 2) Learning basic care for minor injuries and illnesses, 3) How BBP's are spread, exposure prevention, and what to do if you are exposed, 4) Proper response to an on-site emergency, 5) Recognizing biological hazards while in the field, and 6) Preventing heat illness and hypothermia.

The course identified below assists the Health and Safety Program in meeting statutory and internal policy needs. This service shall meet all applicable statutory mandates as required by the California Code of Regulations (CCR), Title 8 and CIWMB Policy. Each class size shall not exceed more than 12 students. Class presentations will be located in **Sacramento**, California. **The number of presentations will vary based on CIWMB need.** At minimum, a total of 8-10 presentations will be provided annually which will include the following courses; four-hour recertification classes and/or eight hour initial classes. Any additional work will be based on the hourly instructor rate provided in the budget. Training dates will be scheduled by mutual agreement between the CIWMB and the contractor.

SPECIFIC COURSE REQUIREMENTS**First Aid/CPR, AED & BBP**

The contractor and/or instructor for both the eight hour initial training and the four hour recertification training **must** be a certified Medic First Aid Instructor.

The initial eight (8)-hour training teaches adult CPR (recognizing and caring for breathing, choking and cardiac emergencies), Automated External Defibrillation (AED) training (the importance, general steps, skills, and safety precautions when using an AED) and First Aid (identifying and caring for life-threatening bleeding, sudden illness and injuries). One wallet card is issued for successful completion. The bloodborne pathogens training module is designed to provide a basic understanding of bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information.

The recertification training is four (4) hours in length and teaches students to recognize an emergency and perform lifesaving skills, such as abdominal thrusts/back blows for choking victims, rescue breathing and CPR. This course will consist of the first four (4) hours of the initial FA/CPR class discussed above, plus training in AED.

Tasks**Learning Objectives**

- Describe how to recognize and handle an emergency;
- Explain how to check the scene for safety and the victim for consciousness;
- Explain when and how to move a victim from a dangerous scene;
- Describe when to call and how to interact with the emergency medical services (EMS) system;
- Explain why and how to apply basic precautions to reduce the risk of disease transmission during and after providing care;
- Describe how to prioritize care for life-threatening injuries or sudden illnesses;
- Describe how to check a conscious victim for life- and non-life-threatening conditions;
- Describe how to recognize the signals of a heart attack and how to give care;
- Explain the precautions for using an AED;
- Describe how to recognize and care for a victim of sudden illness;
- Describe how to recognize and care for different types of wounds, including burns and bleeding
- Describe how to recognize and care for a victim of a heat- or cold-related emergency;
- Demonstrate how to care for a victim who is having a breathing emergency;
- Demonstrate how to perform CPR on an adult;
- Demonstrate how to use an AED on an adult in cardiac arrest;
- Demonstrate how to control external bleeding; and
- Demonstrate how to recognize and care for muscle, bone and joint injuries, including injuries to the head, neck and back.

Contractor Responsibilities

1. Development of training material for the specific training course.
2. Provide at least one instructor qualified to teach the above mentioned training courses.
3. Provide all presentation material for each topic covered. This includes all classroom demonstration and classroom practical exercise materials.
4. Contractor shall provide wallet certification cards for all students completing the course.
5. Provide printing and duplication of manuals and training materials associated with instruction.
6. A copy of the class roster will be provided within 14 working days following completion of each session.

SECTION V**DESCRIPTION OF WORK CONTINUED**

**Tasks
(continued)****CIWMB Responsibilities**

1. Provide a facility, including all audio/visual equipment.
 2. Will coordinate enrollment of participants, including notifying them of course content, location of training, dates, times and applicable procedures.
-

Course Material Proprietary Rights

1. Any course materials and/or audio/visual aids developed by the contractor for this training shall also become the exclusive property of the California Integrated Waste Management Board.
 2. Any changes to the approved course material must be submitted to the CIWMB for approval prior to issuance. Updates may be required by the CIWMB during the course of the contract and must be supplied by the contractor. The contractor shall be reimbursed at the hourly rate specified in the bid for the necessary preparation of any changes required by the CIWMB.
-

Control of Work

1. The CIWMB Contract Manager has 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 the CIWMB Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Acts as the Contractor's Representative for work to be provided under this Agreement
 - Acts 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 Contract Manager approval is required.

SECTION VI DEFINITION AND TERMS

General

Unless the context otherwise requires, wherever in this CBS 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
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
Cal/EPA	California Environmental Protection Agency
CBS	Certified Business Solicitation
GC	Government Code
CIWMB	California Integrated Waste Management Board
PCC	Public Contract Code
SB	Small Business
SOW	Scope of Work
OSDC	Office of Small Business and Disabled Veteran Business Enterprise Certification

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 CBS, Bid, general and specific terms and conditions, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

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.

Bidder

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

Bidder's Conference

A meeting with potential bidders before the bid submission date.

Bid Opening

A public meeting, where the costs 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.

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.

Certified Business Solicitation (CBS)

Contract solicitation among businesses that have been certified by the Office of Small Business and DVBE Services, Department of General Services, as a small business and/or DVBE.

CIWMB

The California Integrated Waste Management Board.

SECTION VI**DEFINITION AND TERMS CONT.**

Consultant	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 CBS 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 his/her 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 of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Certification (OSDC).
Legal Holidays	Those days designated as State holidays in the Government Code.
Project 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 Project Manager prior to submittal to the Board.
Responsible Bidder	A bidder who is fully capable of performing the contract.
Responsive Bidder	A bidder whose bid meets the specifications & other requirements contained in the CBS.
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 Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Certification (OSDC), as a small business as defined in GC 14837 and 2 CCR 1896.
State	The State of California.

SECTION IV

DEFINITION AND TERMS CONT.

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

Bid Sheet

**FIRST AID/CPR, AED AND BLOODBORNE PATHOGEN (BBP) TRAINING
IWM07066**

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

Contractor Name: _____

Complete this form and submit only one copy in a separate, sealed envelope marked "Bid-Do Not Open". For purposes of this contract, provide cost to present the total number of trainings as identified below. Note that the total contract cost may exceed contract budget. Classes will be scheduled based on CIWMB training needs.

First Aid/CPR, AED and BBP: 8-hour Initial Training (12 student maximum)

Cost of course development, presentation* in Sacramento
(for purposes of this bid provide cost for one class)
\$ _____

First Aid/CPR, AED and BBP: 4-hour Recertification Training (12 student maximum)

Cost of course development, presentation* in Sacramento
(for purposes of this bid provide cost for one class)
\$ _____

*Cost should reflect all costs related to the development and presentation of the class; such as development time, transportation time/cost, etc



Other costs (if applicable) \$ _____ per class

Hourly wage \$ _____ per class
(for purposes of this bid price provide cost for **2 hours** of work)

TOTAL BID PRICE \$ _____



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:

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 (\$)	¹ Percent Postconsumer Material	² 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/

Code	Description Product Categories (11)	Minimum content requirement
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 Certified Business Certification issued by the Department of General Services
 - Copy of Required License(s)
 - Client References
 - Personnel Information and Organizational Chart
 - Attachment A, Bid Sheet
 - Attachment D, Contractor Status Form
 - Attachment E, Client References
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The following number of BID packages must be submitted as the Contractor's response to this CBS:

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- One (1) unbound reproducible original Bid package marked "original."
 - One (1) bound copy of the Proposal package marked "copy".
 - One (1) Electronic copy of Bid Package in Adobe Acrobat format.
 - One (1) Bid Sheet in a separate sealed envelope marked "BID – DO NOT OPEN".
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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:

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

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	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: