



Request for Proposal
(Secondary Method)
IWM07068: Smart Growth Plan
for the Cal/EPA Headquarters
Building

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SECTION I**OVERVIEW**

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.

CIWMB Contact

California Integrated Waste Management Board
Physical Address: 1001 I Street,
Sacramento, CA 95814
CIWMB Contracts Unit, MS-19A
Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A
Phone: (916) 341-6120
FAX: (916) 319-7518
EMAIL: 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.

Service Need

The California Environmental Protection Agency Headquarters Building (Cal/EPA) located at 1001 I Street , in Sacramento, CA 95814 includes approximately 3,300 employees, 25 floors, three banks of elevators, 950,000 square feet of office space, and serves as the workplace for staff from seven (7) Boards, Departments & Offices (BDOs) including the following State agencies: California Integrated Waste Management Board (CIWMB), State Water Resources Control Board (SWRCB), Department of Toxic Substances Control (DTSC), Air Resources Board (ARB), Department of Pesticide Regulation (DPR), Office of the Secretary, and the Office of Environmental Health Hazard Assessment (OEHHA). It has become evident that reconfiguration of the Cal/EPA may be necessary for more efficient communication and flow within the BDOs.

A contractor is being sought by the Cal/EPA to assess the space planning needs for future anticipated growth of the building and to provide a professional, clear and concise written recommendation as to whether it is cost-effective to do a building reconfiguration project or recommend a lower cost alternative that has merit and is overall beneficial. Upon completion and submittal of said recommendation by the contractor, further discussions amongst all key decision makers from Cal/EPA and its constituent BDO's will determine the final outcome of this analysis. If it is determined that a reconfiguration must be carried out, a separate contractor will become necessary.

SECTION I

OVERVIEW

Contract Budget

Subject to the availability of funds and approval by the Board, there is a current budget range of \$100,000 to \$499,999.

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

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.

Contract Term

The term of this Agreement will span approximately 5 months and is expected to begin in June 2008.

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

Process Type

Request for Proposal (RFP) (Secondary Method).

Process Schedule

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

Advertisement Date	April 22, 2008
Proposer's Conference at 10:00 a.m.	May 5, 2008
Written Questions Due by 5:00 pm	May 6, 2008
Submittal's Due by 2:00 pm	May 20, 2008
Post Notice of Intent to Award	May 30, 2008

SECTION II**RULES AND CONDITIONS**

Introduction

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

Commitment

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

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

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

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

Antitrust Claims

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

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

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

Contractor's Cost

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

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

RULES AND CONDITIONS CONT.

Information	<p>All information obtained or produced during the course of the Agreement will be made available to the CIWMB.</p> <p>Any information that the proposer deems confidential, must so be marked prior to submission to the CIWMB.</p> <p>The CIWMB will hold information deemed confidential by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.</p>
Written Questions	<p>The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. 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 RFP (see below, Addenda).</p>
Addenda	<p>The CIWMB reserves the right to amend, alter, or change the rules and conditions of this RFP.</p> <p>Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues.</p>
Modification of Submittals	<p>A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:</p> <ul style="list-style-type: none">• Provide a written request• Identify the requesting individual and their association to the proposer <p>A Proposal cannot be withdrawn for modification after the submittal deadline has passed.</p>
Errors in Submittals	<p>An error in a Proposal package may be cause for rejection of that proposal.</p> <p>The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.</p>
Unreliable List	<p>Any contractor or subcontractor currently of the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.</p>
Negotiating State Contracts	<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 Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.</p>
Electronic Waste Recycling	<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>
Use Tax	<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>

RULES AND CONDITIONS CONT.

Small Business (SB) Preference

Any Bidder competing in this process as a California Certified Small Business, 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). The CIWMB will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the SB incentive. This new amount is the total score.

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 two percent (2%) 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). The CIWMB will apply the preference as follows:

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 high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the DVBE incentive according to the participation levels. This new amount is the total score.

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.

Subcontractors

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

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

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

SECTION III**PROPOSAL SUBMITTAL REQUIREMENTS**

Introduction

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

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

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

Deadline

The proposal package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on May 20, 2008.

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

Addressing

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

Number of Copies

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

- One original, non-bound hard copy marked "Original"
- 5 bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

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

Document Printing

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

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:

- a. Name and address of the Proposer submitting qualifications;
- b. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- c. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Proposer;
- d. Statement that personnel who will provide services under the agreement will have the required certifications and that bidder will have qualified personnel available to meet the service needs; and
- e. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the CBS package.
- f. Statement 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.
- g. OSDS Reference number issued to the certified SB/MB by the Department of General Services.

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Table of Contents	The information must be organized as presented with corresponding page references.
Summary	The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.
Methodology	<p>The proposal should include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology should be described in sufficient detail to allow Board staff to evaluate the methods and should address all tasks and items in the Scope of Work.</p> <p>Proposals should describe how the objectives will be met and the methods the contractor will use. The description should include not only what work will be performed, but how it will be performed.</p> <p>The tasks described in the Scope of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements in meeting the project objectives.</p>
Organization	<p>Provide a brief description of the organization's services and activities, including:</p> <ul style="list-style-type: none">• Date of establishment• History• Location• Any known conflicts of interest
Qualifications and Resources	<p>The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.</p> <p>The purpose of this agreement is to contract with a consultant, or team of consultants, of which one or more participants of the team have the following qualifications to facilitate a building-wide reconfiguration project:</p> <ul style="list-style-type: none">○ Knowledge of building codes, local compliance requirements to the Federal Fire Codes, city, state and federal regulations, Americans With Disabilities Act (ADA); Fire Marshall Codes, and Division of Occupational Safety & Health (Cal/OSHA) regulations;○ Familiarity with Department of General Services (DGS) space and reconfiguration regulations;○ Financial skills and ability to understand operating/capital budgets;○ Experience with meeting facilitation;○ Have the skills necessary to build consensus among a diverse client base of government leaders;○ Expertise in facility space planning/allocation such as:<ul style="list-style-type: none">▪ Build-outs▪ Hard offices▪ Modular furniture systems○ Must understand, and be sensitive to, internal business environments of state government and limitations imposed by state government business processes;○ Managing move processes and resources to ensure credibility of information used for planning analysis;○ Knowledge and ability to determine true construction costs; and○ Proficiency in defining how to plan and implement space and reconfiguration services.

PROPOSAL SUBMITTAL REQUIREMENTS CONT

Qualifications and Resources Cont.

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

- Experience
- Knowledge
- Educational Background
- Appropriate licensing

The prospective contractor must have a Bachelor's degree in Facilities Management and be a Certified Facilities Manager (CFM) whose approach to the project is to apply multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology. The multiple disciplines include:

- Engineering
- Architecture
- Design
- Finance
- Accounting
- Management
- Behavioral Science

References

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

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

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

Samples of Written Work

The Proposer's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables. In particular, written work should include:

- Knowledge in managing move processes and resources to ensure credibility of information used for planning analysis;
 - Knowledge and ability to determine true construction costs
 - Proficiency in defining how to plan and implement space and reconfiguration services.
-

PROPOSAL SUBMITTAL REQUIREMENTS CONT

Contract Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

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 Proposer's registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract:

Bachelor's degree in Facilities Management and be a Certified Facilities Manager (CFM) whose approach to the project is to apply multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology. The multiple disciplines include:

- Engineering
 - Architecture
 - Design
 - Finance
 - Accounting
 - Management
 - Behavioral Science
-

Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB 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 Proposer is a Certified OSDS SB, as defined in Section V Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
 - If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
 - If the Proposer has made a good faith effort (see Attachments) to meet the 25% goal and has been **unable to secure a certified OSDS SB, 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.** Both forms must be submitted with the proposal.
-

**IMPORTANT-
REVIEW GOOD
FAITH EFFORT
REQUIREMENTS
IMMEDIATELY**

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

Disabled Veteran Business Enterprise Participation (DVBE)

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

IMPORTANT- REVIEW GOOD FAITH EFFORT REQUIREMENTS IMMEDIATELY

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

- If the Proposer 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 proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet the 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 the services that will be provided by the DVBE.** Both forms must be submitted with the proposal.

Enterprise Zone Act (EZA)

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

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

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

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

Target Area Contract Preference Act (TACPA)

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

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

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

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

PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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

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

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

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

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

**Maximum combined
preferences and rules
for award**

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, , DVBE, 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.

SECTION IV**COST PROPOSAL SUBMITTAL**

Evaluation

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

Cost Breakdown

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. The winner proposer's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

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

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

Travel and Per Diem

Contractor will be headquartered at the Cal/EPA building in Sacramento, California. Travel outside of headquarters is not anticipated and, therefore, requests for reimbursement as a result of incidental travel will only be approved on a case by case basis.

SECTION V**EVALUATION AND SELECTION**

Introduction

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

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

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

Selection Process

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

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

Cost Points

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor*) X maximum cost points

* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

Lowest Proposer's cost = \$10

Other Proposer's cost = \$12

Maximum cost points = 30 cost points

factor = \$10 ÷ \$12 = .83

Cost Points Calculation for Other Proposer's Cost

.83 X 30 cost points = 25 cost points

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Grounds for Rejection

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

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- The Proposer has not met the participation goals for SB and DVBE and has not completed the steps and related form for the Good Faith Effort.
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

EVALUATION AND SELECTION CONT.

Award of Agreement	<p>Award of this Agreement will be to the highest ranking responsible Proposer meeting all of the RFP requirements.</p> <p>In the event of a tie, the CIWMB may utilize a tie breaker to determine the winning Proposer. The tie breaker will be determined based on which proposer has the most SB and DVBE participation identified in the bid package.</p> <p>The CIWMB reserves the right to not award an Agreement.</p>
Notice of Intent to Award	<p>The CIWMB will post a notice of intent to award this Agreement three (3) working days prior to the award being made.</p> <p>Notice of the intent to award will be posted on the CIWMB's website at www.ciwmb.ca.gov/contracts and at the headquarters building noted in Section I.</p>
Rejection of Award	<p>If the Proposer fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, the CIWMB may deem that the Proposer has rejected the award.</p> <p>The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next highest ranked Proposer.</p>
Proposer Notifications	<p>The CIWMB will notify all Proposers of the outcome of their proposal submittals, prior to posting the notice of intent to award.</p>
Protest of Award	<p>A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.</p> <p>Within five (5) days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.</p> <p>The Agreement will not be awarded until a decision has been made on the filed protest.</p> <p>The protest documents should be sent via registered mail to the following parties:</p> <p style="padding-left: 40px;">Department of General Services Office of Legal Services Attn; Protest Coordinator 707 Third Street, 7th floor Sacramento, CA 95605 Fax (916) 376-5088</p> <p style="padding-left: 40px;">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</p>

SECTION VI**DESCRIPTION OF WORK****Work to be Performed**

The contractor will, in collaboration with key personnel from each BDO:

- A. Prepare for and facilitate meetings to define the goals and processes which will be used when considering space allocations, space needs, etc.;
- B. Evaluate vacant space in the Cal/EPA building;
- C. Identify all position vacancies within each of the seven (7) BDOs. Space will be allocated based on authorized budget positions or other method, to be determined by the Contractor and included in the proposed written recommendation;
- D. Research and take into account all variables which affect a multi-BDO space reconfiguration;
- E. Identify space needs for each BDO;
- F. Identify each BDO's current office furniture, and ensure that it will be retained during the process of the reconfiguration;
- G. Conduct true cost analysis of a building reconfiguration which contains compromises based on cost efficiencies of each BDO;
- H. Determine whether implementing the project is cost effective and provide a written recommendation to the key decision-makers; and
- I. Prepare timeline for implementation of the agreed upon reconfiguration if the Contractor has determined this to be cost effective.

TASKS IDENTIFIED:

Contractor will provide the following tasks:

Task 1: The contractor will facilitate individual and group meetings between key decision-making staff within the BDOs:

- A. Prepare for, and facilitate meetings to define the goals and processes which will be used when considering space allocations, space needs, etc. Meeting attendees will consist of Executive Directors, Board Chairs, Administrative Chiefs and their delegates;
- B. Set ground rules in the initial space planning meetings to be incorporated into a Memorandum of Agreement to be signed by all BDO Executives;
- C. Prepare for and facilitate meetings with key personnel from each BDO to identify:
 - 1) space needs for each BDO
 - 2) vacant space in the Cal/EPA building
 - 3) all position vacancies within each of the BDOs based on budgeted positions or other agreed upon method
 - 4) questions/issues that BDO's wish to have addressed and/or resolved during the initial meetings
- D. Prepare and conduct a survey to determine what each BDO's plan for growth is within the next two to five years in the building;
- E. Prepare for and facilitate meetings with appropriate personnel from each BDO regarding equipment and other resources:
 - 1) Phones
 - 2) Printers
 - 3) Computers
 - 4) Networked equipment
- F. Prepare for and facilitate meetings to share findings of true cost-benefit analyses;
- G. Consult with the building management on changes within its construction;
- H. Provide professional and objective space planning assistance to all BDOs;
- I. utilization and operational needs are met;

DESCRIPTION OF WORK CONT.

Work to be Performed Cont.

- J. Build information-sharing relationships with BDOs;
- K. Become familiar with and understand each BDOs internal business environment, requirements, anticipated trends and changes in their requirements (i.e., new hires);
- L. Communicate operational objectives and business goals to ensure understanding, successful agreement and follow through of commitments and responsibilities for all BDOs; and

Task 2: The Contractor will provide a true cost analysis for the following:

- A. Evaluate vacant space in Cal/EPA building taking into account each BDOs vacant positions, and while allowing for adequate growth for the next two to five years, per Department of General Services (DGS) guidelines;
- B. Develop a comprehensive site-specific space allocation and occupancy plan to meet short term goals while being responsive to space issues involving each BDO's departmental relocations, expansions or reductions and long term directives and initiatives. The following standards will be upheld:
 - 1) The building standard of 8'x10'workstations will be maintained, to the extent possible.
- C. Observe the building standards that were in place during the initial move-in of the BDO's as to the authorized budget positions, and strive to maintain this status quo. Specifically, what level of staff is entitled to what size office?
 - 1) Determine and document any existing situations where these standards have not been adhered to.
 - 2) Contractor's proposed written recommendation would include cost analysis of essential build-outs for authorized budget positions, or a lower cost option to a build-out (ie. "super cube") as well as which BDO would be responsible for the cost of these work spaces.
- D. Ensure that each BDO will retain its current office furniture, and plan accordingly as to dimensions of the new office space for adequacy.
- E. Develop solutions and alternative concept plans that maximize efficient use of existing interior space for ultimate optimization, while complying with current DGS regulations regarding leased buildings, State Bargaining Unit Contracts, ADA requirements, OSHA requirements, Fire Marshall Codes, Heating, Ventilation and Air Conditioning (HVAC) capacities, and other related regulations. The following will be considered:
 - 1) Define what constitutes truly vacant space (ie. Cubicles, storage rooms, hard offices, etc.)
 - 2) Identify where all truly vacant space exists within each BDO of the building;
 - 3) If it is determined that the removal of business items such as supplies, printers, fax machines, files, etc., is necessary in order to provide staff work space, contractor will ensure that said items are re-positioned appropriately within that BDO's office to ensure continued efficiency of office functions.
 - 4) Prepare a true cost-benefit analysis proposal of co-location of BDO functions by moving at least 80% of respective BDO staff and resources to contiguous floors while taking into account

-
- 5) potential cost reductions by allowing some BDO staff and resources to remain in their current locations within the building, such as Lawyers and Public Information Offices.
 - F. Provide a final written recommendation to the key decision-makers, which will contain sufficient data and analysis for them to determine if the reconfiguration is cost effective;
 - G. Prepare a plan to implement the reconfiguration, to include the Fiscal Year in which funds would be encumbered; and
 - H. Prepare timeline for implementation of the agreed upon reconfiguration if determined to be cost effective. Final reconfiguration of the building will be based on a two to five year growth projection.

Cal/EPA will provide the following:

- A. Meeting rooms for facilitator use to conduct meetings with BDO Executive Directors, Board Chairs, Administrative Chiefs and/or delegates, and other key participants.
- B. Office space for the contractor's use during onsite work-related activities.

Resolution to Contractor

In the event of irremediable disputes during meetings with the facilitator (contractor), or if any BDO does not adhere to the Memorandum of Agreement the contractor has a right to:

- 1) Appeal to the respective signatories named in the Memorandum of Agreement; or
 - 2) If further action is necessary, appeal to the Undersecretary of the Cal/EPA.
-

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 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:
 - 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 Contract Manager approval is required.

SECTION VII**DEFINITION AND TERMS**

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

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

Abbreviations	ADA	Americans with Disabilities Act
	CAL EPA	California Environmental Protection Agency
	CCR	California Code of Regulations
	DVBE	Disabled Veteran Business Enterprise
	EPA	Environmental Protection Agency (Federal Government)
	GC	Government Code
	CIWMB	California Integrated Waste Management Board
	PCC	Public Contract Code
	RFP	Request for Proposals
	SB	Small Business
	SOW	Scope of Work
	OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

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

Board Members of The California Integrated Waste Management Board.

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

Cal EPA The California Environmental Protection Agency

CIWMB The California Integrated Waste Management Board.

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

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

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

DEFINITION AND TERMS CONTD.

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 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 Services (OSDS).
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.
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 Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.
State	The State of California.
State Contract Law	The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.
Subcontractor	A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

ATTACHMENTS

Cost Proposal Sheet
Smart Growth Plan for the Cal/EPA Headquarters Building IWM07068
 Complete this form and submit the original in accordance with the requirements of this RFP.
 Any invoices submitted by contractor will identify line item costs and corresponding task number.

Contractor/Company Name: _____

Task #	Personnel Services: (Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr.. (Include name/position title and hours)				Fringe Benefits (Identify fringe benefit costs citing actual benefits or as a percentage of personal services costs)	Operating Expenses (operating expenses related to the services provided in this agreement, including rent and supplies, as applicable)	Equipment Costs (Include a description of equipment)	Overhead (This information must be provided)	Other (any other specific breakdown required to sufficiently explain the budget costs)	Total by Task
	Name/ Position	\$/Hr	Hrs	Total \$						
Total by Line Item	(Sum of Total \$)									GRAND TOTAL

Acknowledgement/Authorization

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

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

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

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

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

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

Proposal Scoring Sheet
Smart Growth Plan for the Cal/EPA Headquarters Building
IWM07068

To qualify, the Proposer **MUST** achieve an overall subtotal score of 50.

Contractor/Company Name: _____

Proposer's Score

- 1. Overall approach and organization - Maximum Score 25 points
 - a. Format of proposal. (5) _____
 - b. Overall approach and understanding of problems, issues and required tasks. (5) _____
 - c. Addresses all items in RFP. (10) _____
 - d. Clarity of proposal. (5) _____

- 2. Methodology - Maximum Score 15 points
 - a. Soundness of proposed methodology. (5) _____
 - b. Appropriateness of proposed methodology. (5) _____
 - c. Feasibility of work plan and schedule. (5) _____

- 3. Qualifications/Resources - Maximum Score 15 points
 - a. Assigned staff's knowledge and educational background of the particular project involved. (5) _____
 - b. Assigned staff's experience and background in similar projects. (5) _____
 - c. Abilities of assigned staff to conduct the necessary research with proficiency and accuracy and without omission. (5) _____

- 4. Past Work - Maximum Score 15 points
(References will be consulted.)
 - a. Similarity between previous projects and the project contained in this RFP. (5) _____
 - b. The success (including level of completion) of past projects and any related work record. (5) _____
 - c. Recommendations by Project Review Panel of previous projects. (5) _____

SUBTOTAL: _____

-
- 5. Cost Proposal - Maximum Score 30 points _____
- TOTAL SCORE:** _____

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 Services (OSDS) can 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.						
<p>Name of Person Contacted: _____ Title: _____</p> <p>Date of Contact: _____</p>							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms. See the DGS website at http://www.pd.dgs.ca.gov/smbus/sbainternet.htm for a list of agency SB/DVBE advocates.						
<p>Agencies Contacted:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Name of Agency</u></th> <th style="text-align: center;"><u>Person</u></th> <th style="text-align: center;"><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	<p>Advertisements published in at least one trade or focus paper focusing on SB/DVBE firms. Bidders must publish advertisements in trade and focus publications at least 14 calendar days before the date the bid or proposal is due. Attach a copy of each advertisement. Planholder lists are not acceptable. Go to http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf and http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf to see a list of DVBE Trade and Focus paper resources.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Name of Paper or Publication</u></th> <th style="text-align: center;"><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="text-align: center;"><u>FIRM</u></th> <th style="text-align: center;"><u>CONTACT</u></th> <th style="text-align: center;"><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.
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>	

STATE OF CALIFORNIA
 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

Proposal Completion Checklist

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

-
- Cover Letter with contact information and statements as required in the RFP.
 - Organizational information and Personnel Information (Resumes)
 - Proposal (detailed Work Plan)
 - Cost Proposal Sheet
 - Samples of Written Work
 - Client References
 - Copy of Required License(s) (Secretary of State)
 - Contractor Status Form
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). If participation levels are under the required levels, the Demonstration of Good Faith Efforts form must also be submitted (see below).*
 - 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.*
-

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

- One (1) unbound reproducible original Proposal package marked "Original"
 - Five (5) bound copies of the Proposal package marked "Copy".
 - One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
-

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

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

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

- Recycled Content Certification (Attachment E)
 - Payee Data Record (Standard Form 204)
-

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

Contractor Status Form

Contractor's Name _____ County _____
 Address _____ Phone No. _____
 _____ Fax No. _____
 Federal Employer Identification No. _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:

Individual Limited Partnership General Partnership Corporation Other

INDIVIDUAL:

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

PARTNERSHIP:

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

CORPORATION:

If a corporation, place and date of Incorporation: _____

Date corporation was authorized by Secretary of State: _____

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

OTHER: (Explain)

SMALL BUSINESS PREFERENCE

Are you claiming preference 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:

**Teleconference Participation
NOTIFICATION FORM**

All contractors interested in participating in the teleconference must notify the contact person for this RFP by 5:00 p.m. on **Month, Date, Year** by submitting this form. The completed notification shall be faxed, e-mailed or mailed to:

-Contract Analyst-
916.341-XXXX--phone
916.319-XXXX--fax
contracts@ciwmb.ca.gov

Failure to provide this notification by the specified date and time, or failure to include the necessary information will result in the contractor being restricted from participating in the teleconference.

Company Name _____

Contact Person _____

Company Address _____

Telephone Number _____

E-mail Address _____

The undersigned hereby authorizes the above named company representative to participate in the teleconference for this RFP.

Authorized Signature Date