



Notice to Prospective Bidders

May 18, 2009

You are invited to review and respond to this Invitation for Bid (IFB), entitled "A: Scrap Metal Pick-up and Recycling for Los Angeles, Ventura and Orange Counties, and B: Recycling Bins". In submitting your bid, you must comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the California Integrated Waste Management (CIWMB) this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

Colleen Rubens
contracts@ciwmb.ca.gov
Phone: 916.341.6124
Fax: 916.319.7345

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Colleen Rubens
Contract Administrator

Table of Contents

Section 1	Overview	1
	General Information	1
	CIWMB Contact Information	1
	Service Needed	1
	Contract Budget	1
	Payment Withhold	1
	Contract Term	1
	Process Type	1
	Process Schedule	1
Section II	Rules and Conditions	2
	Introduction	2
	Commitment	2
	Antitrust Claims	2
	Contractor's Cost Information	2
	Written Questions	2
	Addenda	3
	Modification of Submittals	3
	Errors in Submittals	3
	Unreliable List	3
	Negotiating State Contracts	3
	Electronic Waste Recycling	3
	Use Tax	3
	Small Business (SB) Preference	3
	Disabled Veterans Business Enterprise (DVBE) Preference	4
	Enterprise Zone Act (EZA)	5
	Target Area Contract Preference Act (TACPA)	5
	Local Agency Military Base Recovery Act (LAMBRA)	5
	Maximum Combined Preferences and Rules for Award	5
	Subcontractors	6
Section III	Bid Submittal Requirements	7
	Introduction	7
	Deadline	7
	Addressing	7
	Number of Copies	7
	Document Printing	7
	Cover Letter	7
	Qualifications and Resources	7
	Organization	8
	References	8
	Samples of Written Work	8
	Contractor Eligibility	8
	Qualification/Licenses	8

Cost Breakdown.....	9
Section IV Evaluation and Selection	10
Introduction.....	10
Grounds for Rejection.....	10
Bid Opening.....	10
Award of Agreement.....	10
Rejection of Award.....	10
Bidder Notifications.....	10
Notice of Intent to Award	10
Protest of Award	11
Section V Description of Work.....	12
WORK TO BE PERFORMED:	12
TASKS IDENTIFIED	12
Control of Work.....	16
Section VI Definition and Terms.....	17
Attachments	19
BID REVENUE SUBMITTAL (Cost Bid Sheet)	20
Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary	21
Demonstration of Good Faith Efforts	22
Darfur Contracting Act	23
Recycled-Content Certification	24
Bid Completion Checklist.....	26
Contractor Status Form.....	27
Client References	28

Section 1 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 Information

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) 341-6124

FAX: (916) 319-7345

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 Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

Collection of recycle scrap metal from participating State Agencies in Los Angeles, Ventura, and Orange Counties, and provide recycling bin.

Contract Budget

Subject to passage of the Fiscal Year 2008/2009 Budget Act, availability of funds and approval by the Board, there is a current maximum budget of: Revenue Contract. 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 11 months and is expected to begin in July 2009. The CIWMB reserves the right to amend the term of this Agreement as needs arise.

Process Type

Invitation for Bid (IFB).

Process Schedule

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

Advertisement Date	5/18/2009
Written Questions Due by 5:00 pm	6/02/2009
Submittal's Due by 2:00 pm	6/15/2009
Bid Opening at 2:10 pm	6/15/2009

Section II Rules and Conditions

Introduction

There are conditions that this IFB, 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 IFB 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 Bidder fails to meet any of the requirements or comply with the CIWMB requests, the CIWMB can reject, disqualify, or remove the firm from the process. The CIWMB is not committed to award an Agreement resulting from this IFB.

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 IFB process are at the firm's expense. No costs incurred by the contractor participating in the IFB process will be reimbursed by the CIWMB.

Information

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

Any information that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure under those statutes must so be marked by the Bidder prior to submission to the CIWMB. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

The CIWMB will hold information deemed confidential or trade secret(s) by the Bidder to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

Bidders needing clarification of the requirements of this solicitation may submit questions to the CIWMB's Contracts Unit. All inquiries must be received no later than 5:00 pm on June 2, 2009, regardless of postmark. If the inquiries are faxed, then the time and dated on the fax must not be later than the due date and time.

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

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

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

E-mails and/or faxes should be clearly marked "**Questions Relating to SOLICITATION IWM08071**"

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

Addenda

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

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the IFB should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues. Addenda will be available on the CIWMB webpage for this particular solicitation at www.ciwmb.ca.gov/contracts.

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 of 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.

Small Business (SB) Preference

The following information shall apply to both SBs and MBs.

Any Bidder competing in this process as a California Certified Small Business (SB) or Micro Business (MB), or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB or MB, 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>.

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

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

Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940. In no event shall the SB preference or non-SB subcontracting preference exceed \$50,000 in any single bid. For information on locating SBs see the steps described on the Good Faith Effort form attached to this IFB.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage of SB participation for the incentive specified above. The SB preference will be applied when a responsible bidder that is not a CA certified SB or a non-SB claiming 25% CA certified SB subcontractor participation submits the lowest responsive bid.

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

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

Disabled Veterans Business Enterprise (DVBE) Preference

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

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

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

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

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

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

and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940.

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

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

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

For information on locating DVBE resources please go to the following website <http://www.pd.dgs.ca.gov/Publications/resource.htm> and see the steps described on the Good Faith Effort form attached to this IFB.

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

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 Bidders.

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

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

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

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 Bidders.

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

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

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

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 Bidders.

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

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

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

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.

Subcontractors

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

If awarded the agreement, the contractor **must** use all of the SB/MB and Disabled Veteran Business Enterprise 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 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 June 15, 2009.

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 IFB and note the IFB 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" (do not include bid sheet in this copy)
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. (do not include bid sheet in this copy)
- One complete, signed bid sheet in a 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 100% post-consumer recycled content fiber.

Cover Letter

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

- a. Name and address of the Bidder submitting qualifications;
- b. Bidder's Headquarters for purposes of this agreement, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. 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 Bidder;
- e. 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
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the CBS package.
- g. 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.

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project. The Contractor must have knowledge of "Scrap Metal Recycling" and must currently be in business of collecting, recycling, and processing scrap metal. The Contractor must have the appropriate current DVB licenses for each vehicle entering participating State facilities. The Contractor will not be a broker only but must also have a business address in California where scrap metal is processed on site. The Contractor must be currently certified by the County Weights and Measures to ensure their scales are calibrated according to State law.

Security Clearance

Certain State Agencies, e.g., the Department of Justice, require a security clearance to access their facility. Under the current contract there are no Agencies that require a security clearance; however, in the event such a agency becomes a "pick-up" site under this contract, the successful bidder and/or employees of the successful bidder who require access to the State facility, must pass a security/background clearance as required by the Agency.

The following is provided only as an example of a clearance process; the actual process may require more or less information and fingerprinting:

1. In the event a security clearance is required a name search will be done through the State of California and federal criminal history systems. In order to facilitate the completion of the name search process, the successful bidder and/or each employee of the successful bidder who is to have access to the facility will be required to provide the following:
 - a. Name
 - b. Aliases
 - c. Date of Birth
 - d. Place of Birth
 - e. Sex
 - f. Race
 - g. Height
 - h. Weight
 - i. Color Hair/Eyes
 - j. Driver's License Number

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

Organization

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

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

References

The Bidder'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 Bidder, as it deems necessary.

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

Samples of Written Work

The Bidder's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables.

Contractor Eligibility

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

Qualification/Licenses

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

- A copy of the Bidder'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, Bidders must submit a copy of the appropriate license(s) for each team member who will provide “professional” services under the contract.

Cost Breakdown

The Cost Bid must specify the total cost and include detailed project costs, as required in the Cost Bid Sheet/Bid Revenue Submittal. The winning Bidder’s invoices must be itemized as shown in the submitted Cost Bid Sheet/Bid Revenue Submittal.

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

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

Failure to include on the Cost Bid Sheet/Bid Revenue Submittal budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

The Cost Bid sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the IFB has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the cost Bid sheet. Reference by incorporation to the Bid is not acceptable.

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

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. The bid sheet must be in a separate sealed envelope marked "Bid – Do Not Open".

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

Grounds for Rejection

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

Additionally, a bid may be rejected if:

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

No bid may be rejected arbitrarily or without reasonable cause.

Bid Opening

The qualified bids (sealed) 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 IFB requirements after preferences are applied as indicated in Section II Rules and Conditions.

In the event of a tie, the CIWMB shall utilize a tie breaker to determine the winning Bidder. The tie breaker will be determined based on which bidder has the most SB and DVBE participation identified in the bid package.

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.

Notice of Intent to Award

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

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

If requested, the notice of intent to award will be posted on the CIWMB's contract website at www.ciwmb.ca.gov/contracts and at the headquarters address noted in Section I, Overview five days prior to award of the contract.

Protest of Award

A Bidder may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

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

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

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

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

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

Section V Description of Work

The purpose of this contract is for the Contractor to collect and recycle scrap metal from participating State Agencies in Los Angeles, Ventura, and Orange Counties, and provide recycling bin.

WORK TO BE PERFORMED:

A. The Contractor will provide the following:

1. Provide various size containers as needed for each location to store scrap metal at designated participating State Agencies as described. A minimum of one (1) bin will remain at each location at all times.
2. Respond within two (2) days when notified by a participating State Agency to collect scrap metals/materials. The scrap metal will be recycled for reuse.
3. Create an electronic record of the approximate type and weight of the scrap metal picked up at each participating State Agencies.
4. Provide an electronic record to the assigned Recycling Coordinators for each participating State Agencies and to the California Integrated Waste Management Board's (CIWMB) Contract Manager.
5. Have knowledge of scrap metal recycling and must be currently in the business of collecting, recycling, and processing of scrap metal.
6. Have the appropriate current DMV licenses for each vehicle entering participating State facilities.
7. Not be a broker only but must have a business address in California where scrap metal is processed on site.

TASKS IDENTIFIED

A. Task 1: Providing Containers

1. The Contractor will provide a scrap metal recycling bin for each location as designated by participating State Agency staff. It is the responsibility of each participating State Agency staff to place the scrap metal into the containers provided by the Contractor.
2. The Contractor will furnish labor, tools, materials and equipment for the pick-up and recycling/reuse of scrap metal.

3. The Containers will be clearly labeled “recycled metal only”. The Contractor will provide additional containers as required at no additional cost to the participating State Agencies. The participating State Agencies may request the Contractor to make exchanges for either smaller or larger capacity scrap metal containers, as required, in any of the designated locations as described.
4. The Contractor will be responsible for the maintenance of all recycling scrap metal containers. Rainproof covers/tarps must be provided during the rainy season from November 1st to April 30th at no additional costs to the CIWMB or participating State Agencies
5. The recycling scrap metal containers will remain at each participating State Agency location during the entire term of this contract.

B. Task 2: Removal/Pick-up and Recycling of Scrap Metal

1. The State Agency Site Managers or his /her designee will verbally notify the Contractor when the containers are $\frac{3}{4}$ full or greater, and ready for removal by the Contractor.
2. The Contractor will remove accumulated scrap metal within two (2) working days of the verbal notification by the participating State Agencies. The minimum pick-up will be one (1) fifteen cubic yard container unless the Contractor agrees to accept a lesser quantity.
3. The participating State Agencies staff will load the scrap metal into the bins, but will not assist the Contractor in removing the scrap meal in the bins for pick-up. The participating State Agencies will not be held liable for any injuries sustained by the Contractor’s staff. All sorting and/or cutting to size scrap metal will be the responsibility of the Contractor.
4. The Contractor will pick up all scrap material placed in bins by participating State Agencies staff at each of the participating designated locations. The containers will be placed in an area as designated by the participating State Agency’s Site Manager.
5. The containers will remain on-site until the containers are full and ready for pick-up service. Removal of the container(s) will occur if the pick-up location no longer needs the recycling service which will be determined by the participating State Agency Site Manager.
6. Each load of scrap metal removed by the Contractor will be weighted within 24 hours of removal, on a certified public scale. A copy of the certified scale weight tickets will be retained by the Contractor and will be available for audit purposes for length of the contract plus an additional three (3) years.

7. The Contractor will perform services between the hours of 7:30 A.M. and 3:30 P.M., Monday through Friday. The Contractor will not perform services on the weekend or holidays.
8. All scrap metal that is picked up by the Contractor from the participating State Agencies will be sold for recycling or reuse.

C. Task 3: Reporting

1. The Contractor will provide the CIWMB's Contract Manager a summary of collection activities, as an electronic report, on a monthly basis for the term of this agreement.
2. The electronic monthly reports will be transmitted to the CIWMB's Contract Manager and participating State Agencies no later than the 15th of each month.
3. The electronic monthly reports will include the following:
 - a. A summary of the prior month's scrap metal collected from the participating State Agencies;
 - b. The number and type of container(s) (example: one 40-yard bin) and the scrap grade (such as: miscellaneous sheet metal);
 - c. The date scrap metal was picked-up;
 - d. The weight of scrap metal picked-up at each participating State Agency identified by address; and
 - e. Price paid per ton for recycled/reused scrap metal.

D. The Contractor Must:

1. Have knowledge of scrap metal recycling and must be currently in the business of collecting, recycling, and processing of scrap metal.
2. Have the appropriate current DMB licenses for each vehicle entering participating State facilities.
3. Not be a broker only by must also have a business address in California where the scrap metal is processed on site.

- E. The Contractor's pick-up locations are in Los Angeles, Orange and Ventura Counties. Additional State Agencies may be added by mutual agreement of the CIWMB's Contract Manager and the Contractor. Existing locations as identified below may be deleted with permission from the CIWMB' Contract Manager.

PICK-UP LOCATIONS FOR LOS ANGELES, ORANGE, AND VENTURA COUNTIES:

Los Angeles County – District 7
Department of Transportation
Altadena Maintenance Yard, 2122 North Windsor, Altadena, CA 91001
Bellflower Maintenance Station, 10147 Flora Vista Street, Bellflower, CA 90706
Florence Maintenance Station, 10902 Florence Avenue, Downey, CA 90240
San Fernando Maintenance Yard, 11930 Blucher Street, Granada Hills, CA 91344
Lancaster Maintenance Yard, 44023 Sierra Highway, Lancaster, CA 93534
Westdale Maintenance Station, 2723 S. Sepulveda Blvd, Los Angeles, CA 90064
Long Beach Station, 22101 Santa Fe Avenue, Long Beach, CA 90810
Highland Park Maintenance Yard, 2133 Riverside Drive, Los Angeles, CA 90039
East Los Angeles Maintenance Station, 4425 3 rd Street, Los Angeles, CA 90022
Alameda Maintenance Station, 1740 East 15 th Street, Los Angeles, CA 90021
North Hollywood Maintenance Yard, 11210 Moorpark Street, North Hollywood, CA 91602
Monrovia Maintenance Station, 850 E. Huntington Drive, Monrovia, CA 91016
Newhall Maintenance Yard, 23922 San Fernando Road, Newhall, CA 91321
Rosemead Maintenance Station, 9153 Lower Azusa Road, Rosemead, CA 91770
Tarzana Maintenance Station, 5660 Reseda Blvd., Tarzana, CA 91356
Torrance Maintenance Station, 18101 Bayley Drive, Torrance, CA 90504
Diamond Bar Maintenance Station, 21420 Golden Springs Road, Walnut, CA 91789
Whittier Maintenance Station, 1940 S. Workman Mill Road, Whittier, CA 90601
Caltrans Pomona Electrical, 1698 W. Mission, Pomona, CA 91766
Equipment Shop, 13204 Golden State Rd., Sylmar, CA 91342
Material/Transportation Laboratory, 1616 S. Maple Street, Los Angeles, CA 90007
South Region #5, 5360 W. Imperial Highway, Los Angeles, CA 90045
Special Crews Region #4, 7300 East Bandini Blvd., Commerce, CA 90040

Orange County – District 12
Department of Transportation
Batavia Maintenance Yard, 1808 Batavia, Orange, CA 92865 (Cal Trans Shop 34112)
Stanton Maintenance Station, 8122 Katella Avenue, Stanton, CA 91356 (Cal Trans Shop 34116 O)
Orange Maintenance Yard, 691 S. Tustin, Orange, CA 92665 (Shop 12; Cal Trans Shop 34000)
Bolsa Chica Maintenance Station, 13072 Bolsa Chica Rd., Westminster, CA 92683 (Cal Trans Shop 34116)
Toll Road Maintenance Station, 6685 Marine Way, Irvine, CA 92618 (Cal Trans Shop 34119)
Brea Maintenance Station, 13571 Central Ave., Brea, CA 92821 (Cal-Trans Shop 34114)
San Juan Capistrano Maintenance Station, 32941 Camino Capistrano, San Juan Capistrano, CA 92675 (Cal Trans Shop 34115)
Costa Mesa Maintenance Station, 1090 S. Bristol Ave., Costa Mesa, CA 92626, (Cal Trans Shop 34113)
Ventura County – District 7
Department of Transportation
Camarillo Maintenance Station, 4821 Adhor Lane, Camarillo, CA 93012
Fillmore Maintenance Station, 1261 Ventura Street, Fillmore, CA 93015
Moorpark Maintenance Station, 626 Fitch Avenue, Moorpark, CA 93021
Ventura Maintenance Station, 301 W. Front Street, Ventura, CA 93001

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 VI Definition and Terms

General

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

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

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
IFB	Invitation for Bid
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 IFB, Bid, 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.

Cal EPA

The California Environmental Protection Agency

CIWMB

The California Integrated Waste Management Board

CIWMB 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.

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 IFB 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 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 Holiday

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 CIWMB.

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

BID REVENUE SUBMITTAL (Cost Bid Sheet)

A: Scrap Metal Pick-Up and Recycling for Los Angeles, Ventura and Orange Counties, and B: Recycling Bins

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

[This form should be prepared to accurately reflect the cost of all items mentioned in the "Scope of Work" of this IFB or reasonably inferred there from as necessary to complete the work within the intent of the Agreement. For some bids, it may be more appropriate to break down the contractor's costs by an hourly rate.]

The chart below requires the contractor to list a percentage bid for both Ferrous Metals and Aluminum (Nonferrous Metals). **The highest percentage, based on the specific "historic" value for American Metal Market (AMM) at San Francisco Port Value, listed under the No. 2 Bundles of Ferrous Scrap for Ferrous Metals category will determine the high bid for this solicitation.** The historic value listed is for determining high bidder only. All payments (under the terms of the contract) shall be based on going rates at time material crosses the scale(s) at the facility.

Material	Contractors Competitive Percent (%)	AMM Average Value as of No.2 Bundles @ San Francisco Port Value	Total Revenue Per Ton
No. 2 bundles of Ferrous Scrap For Ferrous Metals (will determine winning bid)		As of 11/17/08. Rate = \$45/ton, whereas, Sept.2008 = \$185/ton.	
Aluminum UBCs for Nonferrous Metals(information only will have (no impact on award)		Due to current market volatility, we are unable to provide this information.	

**The terms (No. 2 bundles of Ferrous Scrap and Aluminum UBCs) are used in the contract as a standard only, and it is not necessarily descriptive of the ferrous and nonferrous scrap metal to be sold.

(No bids charging a fee will be accepted.)

Submitted By:

Company Name

Company Address

Telephone Number

Fax Number

Email Address

Authorized Official and Title\

By (Authorized Signature)

Date

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

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCON-TRACTOR	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:

Contact Name: _____ Title: _____ Date: _____

2. Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms. See the DGS website at <https://www.pdl.dgs.gov/smbus/sbainternet.htm> for a list of agency SB/DVBE advocates.

Name of Agency	Contact Name	Contact Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. 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 Bid 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.

Name of Paper or Publication	Date Published
_____	_____
_____	_____
_____	_____
_____	_____

4. Invitations for bid sent to potential SB/DVBE firms. The SB/DVBE firms which were available and considered:

Firm's Name:	_____	Contact Name:	_____
Nature of Work:	_____	Phone Number:	_____
Results of Contact:	_____		
Reason(s) if Rejected:	_____		
Firm's Name:	_____	Contact Name:	_____
Nature of Work:	_____	Phone Number:	_____
Results of Contact:	_____		
Reason(s) if Rejected:	_____		
Firm's Name:	_____	Contact Name:	_____
Nature of Work:	_____	Phone Number:	_____
Results of Contact:	_____		
Reason(s) if Rejected:	_____		

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
 Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
 Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
 Initials business activities or other operations outside of the United States,
 + certification but we certify below that we are not a scrutinized company
 below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

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	Minimum content requirement
Product Categories (11)		
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.

-
- Cover Letter with contact information and statements as required in the IFB.
 - Organizational information and Personnel Information (Resumes)
 - Cost Bid 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.*
 - Darfur Contracting Act Certification
-

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

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

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

- 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 Bid 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 Bid package, the package will be considered incomplete and will be disqualified from the process.

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Federal Employer Identification Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

- Individual Limited Partnership General Partnership Corporation Other

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

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officer: _____ Other Officer: _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERECE

- 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: